

Background:

The Council will review the minutes from the May 3, 2013, Council meeting and May 2, 2013, Committee of the Whole meeting.

Council

Agenda Item 3. A.

Expected Action:

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

**COUNCIL MEETING
DRAFT MINUTES
MAY 3, 2013**

COUNCIL MEMBERS PRESENT

Mary Durham, Chair
Kristine Clark
Gladys Cortez
Kristen Cox
Mateo Delgado
Mary Faithfull, DRT
Stephen Gersuk

Manda Hall, DSHS
Cindy Johnston
Jeff Kaufmann, DADS
Sara Kendall, DARS
Diana Kern
Scott McAvoy
John Morris

Cindy Swain, TEA
David Taylor
Lora Taylor
Richard Tisch
Nancy Walker, HHSC

COUNCIL MEMBERS ABSENT

Hunter Adkins
Mike Benz, CDD-TAMU
Kimberly Blackmon

Andrew Crim
Dana Perry
Joe Rivas

Penny Seay, CDS- UT
Susan Vardell

STAFF MEMBERS PRESENT

Roger Webb,
Executive Director
Martha Cantu
Belinda Carlton

Joanna Cordry
Cynthia Ellison
Sonya Hosey
Wendy Jones

Melissa Loe
Susan Mihalik
Jessica Ramos
Koren Vogel

GUESTS PRESENT

Shawn Bickley
Cassie Fisher, DARS

Rona Statman

Nathan Williams

CALL TO ORDER

The Texas Council for Developmental Disabilities convened on Friday, May 3, 2013, in the Phoenix South Room of the DoubleTree Hotel, 6505 IH 35 North, Austin, TX 78752. Council Chair Mary Durham called the meeting to order at 8:38 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered to the Council.

3. CONSENT ITEMS

Chair Durham reviewed requests for excused absences from Hunter Adkins, Kimberly Blackmon, Andrew Crim, Dana Perry, Joe Rivas, Mike Benz/Amy Sharp (CDD-TAMU) and Susan Vardell. Durham asked for a motion to approve those absences and the minutes of the February 2013 Council and Committee of the Whole meetings.

MOTION:

To approve the excused absences as noted and minutes of the February 8, 2013, Council and February 7, 2013, Committee of the Whole meetings.

MADE BY: Mateo Delgado

SECOND: Lora Taylor

The motion **passed** without opposition. Cindy Johnston abstained from voting.

4. CHAIR'S REPORT

Chair Durham reviewed recent activities by Council members including her attendance, and that of John Morris, at the Disability Policy Seminar, and the attendance of Gladys Cortez and Joanna Cordry at the Year 2 Kick-off of the Project HIRE Higher Education project. She reminded members of the opportunity to attend the NACDD Annual Conference and Technical Assistance Institute in Washington, DC, in July.

Durham reported that unless there were objections, she was appointing Stephen Gersuk to the Public Policy Committee and Rick Tisch to the Project Development Committee. There were no objections. Durham commended Committee Chairs on the discussions during their meetings which included the opportunity for members and staff to share their experiences related to disabilities.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb updated members on the status of filling the Public Policy Assistant position, and indicated that the Public Policy Specialist position will be re-posted following the legislative session. Webb also noted the opportunity for members to attend various state conferences including conferences hosted by Texas Parent to Parent, the Texas Council for Community Centers, and the American Association on Intellectual and Developmental Disabilities – Texas Chapter. Members interested in attending should contact Durham or Webb.

6. PROPOSED STATE PLAN AMENDMENTS

Durham reminded members of previous discussions regarding state plan amendments. The Council approved proposed amendments and posted for public comments during the last quarter. No comments were received and no changes have been made since the draft was reviewed in February.

MOTION: To approve amendments to the 2012-2016 TCDD State Plan as presented.

MADE BY: Mary Durham for the Committee of the Whole
(motions from Committee do not need a second)

The motion **passed** unanimously. (Attachment 1)

7. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION

Public Policy Committee Chair Kristen Cox and Project Development Committee Chair Gladys Cortez reported that both committees discussed future public policy advocacy projects and both asked staff to further develop projects such as Policy Fellowships, advanced-level symposiums; webinars, and podcasts; and other training mechanisms for statewide policy issues.

Cortez further reported on Project Development Committee discussions concerning additional proposed projects.

MOTION: To approve the Executive Summary for a Self-Advocate Community Organizing project as presented with up to \$100,000 per year available for three years.

MADE BY: Gladys Cortez for the Project Development Committee
(motions from Committee do not need a second)

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

MOTION: To approve the Executive Summary for a Partnership with African-American Clergy to Support Families project as presented with up to \$75,000 per year available for five years.

MADE BY: Gladys Cortez for the Project Development Committee

The motion **passed** unanimously. (Attachment 3) It was noted that the purpose of this project is to serve people in the African-American culture who may seek assistance related to disability issues from clergy before medical professionals or service providers.

Cortez reported that these two projects were added to the Future Funding Priorities list but the order of existing projects on that list has not changed.

8. GRANTEE PRESENTATION: TEXAS ADVOCATES PROJECT SAVE ADVOCACY PROJECT

TCDD Grants Management Specialist Wendy Jones introduced Shawn Bickley, Nathan Williams and Rona Statman of Texas Advocates to discuss the Project SAVE (Self Advocates Voices Engaged) Leadership Development and Advocacy Skills Training project. Mr. Bickley discussed project activities that are centered on providing advocacy training for residents of state supported living centers in addition to self-advocates living in the community. The project began in Austin with a series of 6 training sessions and 2 community events attended by 8 SSLC residents and 9 community members. Topics included disability history, voting rights, healthy relationships, employment and community living. Participants attended a resource fair, the TALAC conference and the My Medicaid Matters rally at the Texas Capitol. The project continued in the Rio Grande Valley with two training sessions and one community event for 10 participants from the SSLC and 9 from the community. Year two of the project will continue activities in the Rio Grande Valley and expand into San Antonio. Mr. Williams discussed his highlights as a project participant and Ms. Statman discussed the obstacles of working with SSLCs including transportation and guardianship/permission issues.

9. TCDD SUCCESSION PLANNING PROCEDURES

Durheim reported on the Executive Committee's review of TCDD Succession Planning Procedures. Documents have been updated to reflect current staff members and the back-up plans for key positions within the agency.

MOTION: To approve revisions to TCDD Succession Planning Procedures as presented.

MADE BY: Mary Durham for the Executive Committee

The motion **passed** unanimously. (Attachment 4)

10. EXECUTIVE COMMITTEE REPORT

Chair Durham asked Sonya Hosey to review the Grants Activities reports including the Grants Monitoring Exceptions Report, the Independent Audit Status Report and the Risk Assessment for new and continuing projects. No serious concerns were noted, but grants staff are working to clarify reports from SER Jobs for Progress on the Leadership Development and Advocacy grant and have instituted a monthly Request for Reimbursement (RAR) policy for this grantee. Hosey also discussed other grantees including the Arc of Greater Tarrant County's Inclusive Faith-Based Communities Symposium that currently has additional monitoring activities, and the Texas Advanced Leadership and Advocacy Conference(Texas A&M) that has requested a no-cost extension to expend funds.

Hosey reported that the Executive Committee approved continuation grant awards for two projects with no concerns:

- Epilepsy Foundation of Texas for up to \$249,750 for the second of a five-year health and fitness project;
- SafePlace for up to \$123,527 for the third and final year of a meaningful relationships project.

The Executive Committee discussed concerns with the ability of the Texas A&M Leadership Development and Advocacy Skills Training project to meet goals for that project and asked for a revised work-plan to reflect expected outcomes. The Committee approved continuation funding for that project for up to \$75,000 for the second of three years.

Durham reported that new grant funding for Outreach and Development projects was approved for up to \$10,000 to ARCF Community Services and to REACHing East African Children and Families. Durham also reported that stipend grants were approved this quarter for the following applicants:

- Texas Parent to Parent
- University of North Texas Kristen Farmer Autism Center
- American Association on Intellectual and Developmental Disabilities – Texas Chapter
- Harris County Department of Education

Texas Department of Aging and Disability Services Representative Jeff Kaufmann noted that he also serves on the Texas Council for Addressing Disproportionalities and Disparities and applauds TCDD's efforts to reach un-served and underserved communities through the Outreach and Development projects. Kaufmann noted that it is great to see how the work of these two councils crosses over. Executive Director Webb noted that the director of the Center for Addressing Disproportionalities and Disparities has accepted an invitation to present at a future Council meeting.

Operations Director Martha Cantu reviewed quarterly financial reports and noted that \$13,000 from FY 2011 lapsed and \$1,002,886 will carry forward from FY 2012 unobligated. Cantu estimates a \$329,751 balance at the end of FY 2013. Durham further discussed that although budget documents show an estimated negative balance for FY 2014, it is understood that various projects and the Council operations budget will have some surpluses that will offset that negative balance.

The Executive Committee reviewed the Conflict of Interest disclosure reports and had no concerns. Durham reminded members to review their information and provide updates as necessary. She also reminded members that financial disclosure filings were due to the Texas Ethics Commission on April 30 and if a member has not completed that filing, they need to contact the Ethics Commission immediately because fines will be levied.

Executive Director Webb discussed the upcoming review of TCDD by the Sunset Commission which will take place during the 2015 Legislative Session. Activities for this review will begin with an agency self-evaluation report to be completed during the summer of 2013. Sunset Commission staff will conduct public hearings on TCDD and provide a report to Commission members. This review will reauthorize TCDD in state law and allow for any amendments in the statutory authority of the agency.

11. PROJECT DEVELOPMENT COMMITTEE REPORT

Committee Chair Cortez discussed further the ice-breaker activity for Committee members and staff that provided a new appreciation for others. Cortez discussed the grantee initiated cancellation of the transportation project and plans for future committee discussion on transportation activities. The Self-Advocates as Speakers project began May 1, 2013, and the Community Involvement in Schools project is scheduled to begin June 1, 2013.

12 PUBLIC POLICY COMMITTEE REPORT

Committee Chair Kristen Cox announced that Lora Taylor has agreed to serve as Vice-Chair of the Public Policy Committee. Committee members and staff also engaged in the ice-breaker activity which also resulted in a greater understanding of other members and staff. The Committee also reviewed its responsibilities.

13. ANNOUNCEMENTS AND UPDATES

Council members discussed dates of upcoming meetings: August 7-9, 2013, October 23-25, 2013, February 5-7, 2014, and May 7-9, 2014. Jeff Kaufmann informed members of the Texas Autism Research and Resource Center conference to be held July 12-13, 2013, in San Marcos, TX.

ADJOURN

Chair Durham adjourned the Council meeting at 10:57 AM.

Roger A. Webb
Secretary to the Council

Date

Attachment 1

TCDD FY 2012-2016 State Plan
Goals and Objectives as approved by the Council May 2013

Goal 1: Build collaborations within at least one geographic region served by an Education Service Center (ESC) to demonstrate ways to create measurable improvement in at least two identified indicators of educational success for students with developmental disabilities by 9/30/2016.

Objective 1: Identify two indicators of educational success and key criteria to solicit interest from organizations for partnering on activities in a region, by September 30, 2012.

Activity 1: Determine process through which indicators and criteria will be identified.

Activity 2: Identify availability/accessibility of data that will be used to measure indicators.

Activity 3: Use process to identify at least four indicators and three regions.

Activity 4: Select two to three indicators and one region and record baseline data.

Objective 2: In the selected ESC region, provide training and/or intervention to support active engagement by at least one family member for every four students who have developmental disabilities, by 9/30/2016.

Activity 1: Develop relationships with partner organizations that can reach the identified populations, and members of the appropriate Texas Advanced Leadership and Advocacy Conference (TALAC) regional leadership teams, taking into account the demographics of the region and strategies suggested by the demographics.

Activity 2: Explore partnership and roles for Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act) Network Partners (the State P&A and the University Centers on Excellence) in establishing project.

Activity 3: Determine what type of training, information, and/or technical assistance is to be provided and develop implementation plan.

Activity 4: Implement plan.

Activity 5: As possible, provide training, information, and technical assistance to other regions.

Objective 3: Review state policy initiatives related to the use of positive behavioral interventions and support (PBIS) in schools and the outcomes of TCDD PBIS projects in Region 17 and determine next steps by February 28, 2014.

Activity 1: Monitor policy initiatives related to positive behavioral supports in schools.

Activity 2: Provide information to legislative and agency staff regarding outcomes and lessons learned from TCDD PBIS projects.

Activity 3: Collaborate with others to review and evaluate potential opportunities or threats resulting from passed legislation.

Activity 4: Determine appropriate action to take to maximize the outcomes achieved by TCDD PBIS projects.

Objective 4: Demonstrate how appropriate assistive technology can enable students with developmental disabilities to reach their educational goals, by 3/31/2016.

Activity 1: Collaborate with other stakeholders, review relevant policy to develop scope of work.

Activity 2: Develop Executive Summary outlining planned activities.

Activity 3: Select contractor(s), grantee(s), and/or partner(s) to implement activities.

Activity 4: Monitor implementation.

Activity 5: Evaluate success of plan and determine next steps.

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 1: Implement a program that provides supports and on-the-job learning opportunities to students with developmental disabilities in a post-secondary program that results in at least 80 percent of students who participate for two or more years in the program gaining jobs related to their desired careers within six months of completing their education, by 3/31/2016.

Activity 1: Continue to fund, monitor, and offer technical assistance to the selected grantee(s).

Activity 2: Track development and success of other programs that offer support for education for students with developmental disabilities learning in a post-secondary environment.

Activity 3: Develop comparison report for existing programs.

Objective 2: Develop and implement a plan to demonstrate to employers, people with developmental disabilities, and/or family members how available assistive technology can increase job performance and employment options, by 3/31/2016.

Activity 1: Collaborate with other stakeholders and review relevant policy to develop scope of work.

Activity 2: Develop Executive Summary outlining planned activities.

Activity 3: Select contractor(s), grantee(s), and/or partner(s) to implement activities.

Activity 4: Evaluate success of plan and determine next steps.

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

Activity 1: Collaborate with other stakeholders and review relevant policy to determine plan of action.

Activity 2: Develop Executive Summary outlining planned activities.

Activity 3: Select contractor(s), grantee(s), and/or partner(s) to implement activities.

Activity 4: Evaluate success of plan and determine next steps.

Objective 4: Each year, advocate for legislative and/or policy change to increase the assets a person receiving SSI and/or Medicaid can retain without losing benefits and to remove other policy-related barriers to full-time or part-time employment.

Activity 1: Monitor and/or participate in multiagency workgroups related to policy regarding SSI and assets.

Activity 2: Partner with other organizations to explore and evaluate the impact of other asset and/or income development models and job options other than full time work, by 9/30/2015.

Activity 3: Provide recommendations related to legislative and/or policy change as appropriate.

Goal 3: Conduct ongoing educational campaigns in collaboration with community leaders, organizations, and businesses to enable them to better support, include, and/or provide services to people with developmental disabilities by 9/30/2016.

Objective 1: Develop, implement, and evaluate at least two targeted educational campaigns to increase awareness of specific issues and/or to reduce stigma that may negatively impact the life of a person who has a developmental disability, by 9/30/2014.

Activity 1: Develop process by which issues will be selected.

Activity 2: Develop and maintain data to be used to identify specific goals, define target populations, develop successful strategies, and evaluate resulting outcomes.

Activity 3: Establish and maintain partnerships with organizations that are highly motivated to create change and/or are able to have a significant impact in their community.

Objective 2: Provide increased level of support to TCDD during legislative sessions as needed to implement communication activities and to provide information requested by members of the legislature and/or the media.

Objective 3: Provide information and/or technical assistance to at least four organizations that promote general community development, so that they may better include, support, and address the needs of community members who have developmental disabilities by 9/30/2016.

Activity 1: Establish partnerships with organizations that are motivated to improve their ability to include, support, and address the needs of community members who have developmental disabilities.

Activity 2: Identify technical assistance needs, develop and implement technical assistance plans.

Objective 4: Work with others to provide information to at least 200 community organizations and/or businesses to better support inclusion of people with developmental disabilities more fully by 9/30/2016.

Activity 1: Collaborate with DD Act Network Partners and others to determine information products to be developed and/or updated.

Activity 2: Develop and/or update materials to be provided to community organizations and/or businesses to support inclusion of people with developmental disabilities in the community by 9/30/2013.

Activity 3: Implement dissemination plan and track demand of product(s).

Activity 4: Provide opportunities for groups organizing conferences to apply for stipends to support disability-related presentations.

Goal 4: In at least one Health and Human Service (HHS) region, increase by 1% 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.

Activity 1: Publicize the success of past Council transportation efforts to increase interest in participation.

Activity 2: Develop and post a Request for Proposals for at least one project to increase the number of individuals with disabilities who serve on transportation planning entities and are active in transportation planning efforts.

Activity 3: Implement, monitor, and evaluate project(s).

Objective 2: Build the capacity of at least four local organizations in the selected Region to provide transportation training to people with developmental disabilities by 9/30/2016.

- Activity 1:** Develop and post a Request for Proposals for at least one project to assist organizations to build the capacity to provide transportation training to people with developmental disabilities.
 - Activity 2:** Select contractor(s), grantee(s), and/or partner(s) to implement planned activities.
 - Activity 3:** Monitor implementation.
 - Activity 4:** Evaluate success of plan and determine next steps.
-

Goal 5: Demonstrate how to prevent unnecessary admissions to State Supported Living Centers (SSLC) by supporting community organizations in 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 to have access as needed to necessary healthcare, behavior supports, and/or respite, by 9/30/2016.

Objective 1: Determine evaluation methodology and gather baseline data.

- Activity 1:** Explore use of National Core Indicators, data on the numbers of people entering State Supported Living Centers from various HHS regions and the reasons they are entering, information from Community Centers that serve individuals with Intellectual and Developmental Disabilities, and/or input from other stakeholders.
- Activity 2:** Identify 3 possible target HHS region(s) based on data.
- Activity 3:** Select HHS region(s) in which activities will be implemented.

Objective 2: Provide funding to enable at least 10 organizations working in the target region(s) to implement plans that will increase their capacity to provide culturally appropriate healthcare services, behavior supports, and/or respite to support people with developmental disabilities living in the community by 9/30/2016.

- Activity 1:** Facilitate, to the extent feasible, collaboration between previous TCDD healthcare-related grantees (Project DOCC grantees, PBIS projects, Baylor College of Medicine), other interested partners, and organizations from the selected HHS region(s) to explore strategies and to develop a cohesive plan that will maximize available resources.
- Activity 2:** Facilitate implementation of selected strategies.
- Activity 3:** Provide support to non-medical community leaders (such as ministers) & service providers (such as speech pathologists) to collaborate with others to support the full inclusion of people with developmental disabilities and to support people with developmental disabilities to gain access to necessary healthcare services, behavior supports, and/or respite.

Objective 3: Pilot at least 5 different strategies to support individuals with developmental disabilities and their families to be able to have increased control over their personal health and well-being by September 30, 2016.

- Activity 1:** Pilot at least one strategy to support individuals with developmental disabilities to develop and maintain meaningful relationships based on common interests.
- Activity 2:** Pilot at least one strategy to support individuals with developmental disabilities to choose and participate in activities to improve their health and physical fitness.
- Activity 3:** Support completion of the initiated Alternatives to Guardianship/Supported Decision-Making Project and evaluate the supported decision making process as a way to facilitate individuals with developmental disabilities making their own decisions about their health.

Activity 4: Work with Austin Travis County Integral Care and other partners to establish additional African American Family Support Conferences modeled after ATCIC's Central Texas African American Family Support Conference.

Activity 5: Provide support to at least five organizations to improve the availability of culturally-competent services and supports for families of people with developmental disabilities who strongly identify with a specific ethnic community.

Objective 4: Each year of the plan, advocate for reallocation and/or more efficient use of existing resources, necessary policy changes, and/or increased funding to enable individuals with developmental disabilities to access necessary healthcare services, behavioral supports, and respite in the communities in which they wish to live and to prevent unnecessary institutionalization.

Objective 5: Beginning in FY 2013, develop opportunities to partner with people who have developmental disabilities, families, providers, medical schools, licensing and certification boards, agencies, and/or community-based organizations to provide or develop training and/or practice guidelines that include knowledge related to disability and incorporate components of successful TCDD projects.

Objective 6: Evaluate and share broadly the outcomes achieved and knowledge gained through the Alternatives to Guardianship/Supported Decision Making project.

Objective 7: Collaborate with DD Network Partners, local I/DD authorities, and Texas State agencies to support successful transitions for individuals living in State Supported Living Centers who choose to move to an inclusive community.

Goal 6: Work with others to double the number of identified leadership development and advocacy training programs that are able to provide culturally appropriate training for people with developmental disabilities without ongoing grant funding from TCDD, by 9/30/2016.

Objective 1: Each year of the plan, provide funding or technical assistance to establish and/or strengthen at least one program for the direct funding of a state self-advocacy organization led by individuals with developmental disabilities.

Activity 1: At least once every 2 years, provide funding for at least one specific public policy advocacy activity implemented by individuals who have developmental disabilities and are working with a state self-advocacy organization led by individuals with developmental disabilities.

Activity 2: At least once every 2 years, offer funding to support individuals with developmental disabilities to work with a state self-advocacy organization to implement a grassroots effort to organize and/or educate members of their community.

Activity 3: Each year, evaluate the effectiveness of Council efforts to establish and strengthen state self-advocacy organization(s) and consider alternate strategies.

Objective 2: Each year of the plan, support opportunities for individuals with developmental disabilities who are considered leaders to provide leadership training to individuals with developmental disabilities who may become leaders.

Activity 1: Each year provide opportunities for groups organizing disability-related conferences to apply for stipends to support speakers, mentors, or facilitators who have developmental disabilities and who have a philosophy consistent with that of TCDD.

Activity 2: Evaluate the feasibility and possible benefits of working with groups and/or individuals who offer training to improve presentation and/or training, to adapt their training to meet the needs of individuals with developmental disabilities.

Objective 3: Each year of the State Plan, support and expand participation of individuals with developmental disabilities in cross-disability and culturally diverse leadership coalitions.

Activity 1: As appropriate, provide direct funding to support people with developmental disabilities to serve on cross-disability and culturally diverse boards, committees, and workgroups.

Activity 2: Develop and/or provide support for at least one cross-disability and culturally diverse leadership coalition.

Objective 4: Each year of the plan, support individuals who have developmental disabilities, their family members, and their allies to improve their skills related to self-advocacy, public advocacy, and leadership.

Activity 1: Develop at least 5 new culturally competent leadership and advocacy training programs for people who strongly identify with a specific ethnic minority culture and have a developmental disability and/or have a family member who has a developmental disability.

Activity 2: Continue to provide funding to support and/or expand leadership development and advocacy training programs that serve diverse groups of people.

Activity 3: Continue to promote coordination between grantees and other organizations that provide leadership development and advocacy skill training so they may share information and maximize resources.

Activity 4: Provide opportunities for groups organizing conferences to apply for stipends to support participation by people with developmental disabilities and family members.

Activity 5: As appropriate and as deemed necessary, provide direct funding for people with Developmental Disabilities or family members of people with developmental disabilities to be on boards, committees, and workgroups.

Activity 6: Provide technical assistance and/or information to assist leadership and advocacy grantees to develop sustainability for leadership and advocacy training programs.

Activity 7: Each year of the plan, continue to provide support to maintain Advocacy U, an online clearinghouse that maintains current information about leaders and advocacy training programs.

Activity 8: As funding allows, support public policy activities conducted in collaboration with people who have developmental disabilities, their family members, and their allies.

Goal 7: Each year the Council and its Committees receive staff and administrative support to effectively implement activities for at least 90% of all identified objectives noted under Goals 1-6, by September 30, 2016.

Objective 1: Each year of the State Plan, provide input representing the philosophies and positions of the Council on public policy issues affecting people with developmental disabilities at ninety percent (90%) of occasions and, when possible, offer concrete policy alternatives to ensure that individuals and families can access and maintain self-directed community-based services and supports of their choice.

Activity 1: Provide information and technical assistance to Council members to support Council decision-making processes and to assist individual members in advocacy activities.

Activity 2: Research and provide input on policies and legislation as requested.

Activity 3: Participate in workgroups at the state and national level.

Activity 4: Produce required reports and policy analyses.

Activity 5: Provide grantees with technical support and information related to policy, legislation, and/or advocacy strategies.

Objective 2: Each year of the State Plan, coordinate the Council's planning, project development, evaluation, and reporting processes, with special attention to strategies to address issues related to the diversity of ethnicity, age, income, and geographic areas of Texas and provide updates to the Council on State Plan implementation at least four (4) times yearly."

Activity 1: Provide information and technical assistance to Council members to facilitate planning, project development and evaluation activities.

Activity 2: Coordinate outreach activities to ensure that Council members and TCDD staff receive relevant and timely public input from diverse audiences.

Activity 3: Support the Council to develop and fund projects to explore innovative ideas and/or provide timely solutions to emerging needs, as funds allow.

Activity 4: Work with outside entities, as appropriate, to evaluate Council activities.

Activity 5: Provide information and technical assistance as appropriate to grantees and/or organizations applying for a grant from TCDD.

Activity 6: Coordinate development and submission of TCDD's 5 Year State Plan, Annual Amendments, and the Annual Program Performance Report

Objective 3: Each year of the State Plan, support the Council to effectively use grant funding to reach identified goals with no lapse of funds greater than 1.5% in any fiscal year.

Activity 1: Provide information and technical assistance to Council members to facilitate oversight of grant projects.

Activity 2: Monitor grant projects to ensure that budgetary requirements are met and program activities are implemented as planned.

Activity 3: Provide information and technical assistance, as appropriate, to help grantees reach goals and to support use of best practices.

Activity 4: Work with other staff to develop and implement strategies to maximize the impact of grantee projects.

Objective 4: Each year of the State Plan, support and coordinate at least 4 quarterly Council meetings and at least 12 meetings of the Council Committees and provide leadership and administrative coordination to implement Council approved activities.

Activity 1: Support the Council and Committees to conduct business.

Activity 2: Support Council members to participate in national level workgroups, conferences, and/or trainings as appropriate.

Activity 3: Provide oversight of staff activities.

Objective 5: Implement outreach and strategic communication activities to reach specific goals, with at least a 3% increase in established connections to organizations and individuals each year.

Activity 1: Provide information and technical assistance to Council members to identify specific strategic communication goals.

Activity 2: Develop and maintain productive relationships with other representatives from other organizations to maximize the impact of outreach and strategic communication efforts.

Activity 3: Coordinate external communications related to staff, Council member, and grantee activities to implement the strategic communication plan.

Activity 4: Coordinate messaging, marketing, and branding activities as directed by the Council.

Activity 5: Evaluate the effectiveness of specific strategic communication activities; review increases in Facebook Fans, Twitter Followers, website traffic, and email subscribers as a measure of progress; and provide recommendations to the Council for improvement as necessary.

Attachment 2

Future Funding Proposal Executive Summary Self-Advocate Community Organizing Project

Background

The Texas Council for Developmental Disabilities invests in advocacy and leadership training for Texans who have developmental disabilities, including individuals with intellectual disabilities, so they can advocate for their right to be fully included in the communities where they live and can exercise control over their own lives. More individuals with intellectual and developmental disabilities (IDD)¹ make decisions about their own lives and work with others to create social change than when the self-advocacy movement began in the 1960's. However, many people still do not recognize and respect people with IDD as equal partners and leaders in driving social change.

In 2011, the Administration on Intellectual and Developmental Disabilities (AIDD) held a series of self-advocacy summits. In these meetings, self-advocates from across the country spoke about the challenges they experienced as self-advocates. The [Envisioning the Future: Allies in Self-Advocacy Final Report](#) (September 2012) summarizes the major challenges that were identified by self-advocates:

- A need for infrastructure, funding, and support by advisors that empower but do not control activities of grassroots groups;
- A lack of general community services and supports (including transportation);
- Difficulties recruiting and developing leaders and engaging current membership in meaningful ways, particularly when trying to expand to rural areas, racial and ethnic minority communities, individuals with limited communication, and autism groups; and
- Perceptions by the general public, service providers, and family members that result in self-advocates continuing to face significant discrimination and feeling that they are not listened to.

Notably, self-advocates from multiple states expressed difficulty finding “consistent, well-trained staff” who will advise but not “try to run” groups, particularly self-advocates with intellectual disabilities. People also shared concerns about top-down approaches that do not support grassroots efforts to grow the self-advocacy movement.

Over the years, TCDD has awarded many grants to self-advocacy organizations to promote leadership and advocacy by self-advocates. In most cases, TCDD awarded these grants through a competitive process, and the grantee received the grant by submitting a multi-year plan outlining how they would meet TCDD's pre-determined goals for the project. While these projects generally had grassroots aspects to them, they tended to reflect priorities and issues identified by TCDD. Additionally, although TCDD always expects that individuals with developmental disabilities and family members of individuals with developmental disabilities will serve in leadership roles in grant projects, it has not been common for the majority of the primary decision-makers for these projects to be individuals with intellectual disabilities.

¹ For purposes of this summary, the term IDD refers to individuals with an intellectual disability who also have functional limitations consistent with the federal definition for “developmental disability”.

In May, 2012, the Executive Director of the Georgia Council on Developmental Disabilities (GCDD) shared information at a TCDD meeting about GCDD's grassroots projects that are creating community inclusion for people with developmental disabilities by supporting local groups to work together on projects that are important to them. GCDD employs and contracts with community organizers to provide support for these projects. The leaders of the GCDD community organizing efforts are not necessarily people with IDD, however people with IDD must be actively involved in the project. TCDD Council members were impressed with the success that this approach has created. This Executive Summary proposes to build on TCDD's past leadership and advocacy efforts to lay the foundation for community-driven projects like those funded in Georgia, with the stipulation that people with intellectual disabilities will be the leaders (ie., key decision-makers) of the TCDD community organizing project.

Community organizing is simply the process of people coming together to address issues that matter to them. It is community organizing when neighbors work together to increase pedestrian and bicycle friendliness or activate block leaders to participate in a Get to Know Your Neighbor Week. A TCDD self-advocate community organizing grant project would support people who have IDD who live in a single community to come together; identify for themselves common issues in their local community; become more informed about possible strategies to address the issue; form a plan; and work together to create the change that they have decided is important.

Individual self-advocates involved in this project may develop different strengths and assume different levels of leadership. However, every leader will be a self-advocate who has IDD, and every self-advocate who chooses to be involved will have access to training, information, and mentoring to exercise their leadership skills and assume meaningful roles. The roles of individuals who are not people with IDD will be limited to providing training, information, and mentoring as contractors, paid staff, or volunteers; and, if necessary, to complete evaluation, reporting, and financial management activities for the grant project.

This proposed local community organizing project will provide opportunities for people with IDD to connect with and develop relationships with peers, neighbors and decision-makers; to be recognized experts, decision-makers, and leaders in their community; and to successfully create change that they have decided will benefit both themselves and others in their community. TCDD will not determine specific local issue to be addressed, but will gain from learning about the issues that are important to people with IDD in a particular community in the state. TCDD will also benefit from building the voice of stakeholders to provide input to Texas legislators, state agencies and other policymakers on disability issues and ways to improve services and supports for people with disabilities. As individuals with IDD gain experience organizing for meetings, presenting issues and negotiating with decision-makers, they will be better prepared to participate in meaningful ways on state advisory committees, councils and boards should they choose to do so in the future.

State Plan Goal

Goal 6: Work with others to double the number of identified leadership development and advocacy training programs that are able to provide culturally appropriate training for people with developmental disabilities without ongoing grant funding from TCDD, by 9/30/2016.

Objective 1: Each year of the plan, provide funding or technical assistance to establish and/or strengthen at least one program for the direct funding of a state self-advocacy organization lead by individuals with disabilities.

Activity 2: At least once every 2 years, offer funding to support individuals with developmental disabilities to work with a state self-advocacy organization to implement a grassroots effort to organize and/or educate members of their community.

Expected Outcome

The Council will fund a local collaboration that is controlled and directed by individuals with intellectual and developmental disabilities and that works to change a program, policy or practice to improve life in their community.

Project Description

A trained community organizer will build and facilitate, but not control the activities of, a community group made up of individuals with intellectual and developmental disabilities living in that community. The group will identify and address issues of common interest. The project will be controlled and directed by self-advocates who have intellectual and developmental disabilities. The project will be implemented in the following manner:

1. A grantee organization and a community will be identified thru a competitive process. The grantee organization will be responsible for managing project funding, ensuring that reporting requirements are followed, and providing support to a Project Advisory Committee. The members of the identified community will control and direct project activities.
2. A Community Organizer will be hired in the identified local community. This person must be someone from the local community. The Community Organizer must be willing to sign a contract to commit to participating for the life of the project.
3. The Community Organizer will receive training about community organizing strategies from the Mid-West Academy or an organization with similar credentials and experience.
4. A Project Advisory Committee (PAC) will be established and will include members from local neighborhood organizations, community action group members, local government decision-makers, systems change advocates, and people who can evaluate the project. The PAC will play a supportive role and will be responsible to assure that TCDD receives: information documenting the project development, roadblocks and successes, and a blueprint for future community group development. The PAC will meet with and support the self-advocate group as requested by the group of self-advocates or as needed to support the project. The PAC will also provide a sounding board and support for Community Organizer, and will be available to role-play with self-advocates. The PAC will have staff support.
5. The Community Organizer will conduct at least 40 one-on-one meetings with self-advocates prior to holding the first meeting, as is expected in traditional community organizing. In these one-on-one meetings, the interviewer and the leader will develop a relationship with each other that will continue — and, it is hoped, deepen — in the future.
6. After the one-on-one meetings are held and commitment is achieved from self-advocates, the first organizing meeting will be held to discuss purpose, systems change, and desired goals.

7. Organizing meetings will continue to be conducted at least twice a month when possible. The Community Organizer will teach the group about community organizing tools: leadership roles, relationship building, negotiation and compromise. Through these meetings and other activities, the self-advocates will build or strengthen their relationships with each other, identify shared perspectives about barriers and opportunities, and prioritize their shared interests. When ready, they will seek expert input on the steps necessary to effect change, narrow their focus, and conduct systems change advocacy. After every meeting or action the group of self-advocates will “evaluate and celebrate.”
8. When the group reaches a point at which they are ready to develop an informed plan on an issue, they will agree on the specific activities and action steps they will engage in to successfully implement the plan; describe their intended outcomes; and identify the resources they will need to make the plan a success. The group of self-advocates will implement their agreed upon action and take full responsibility for negotiation with local decision-makers.
9. The self-advocate group will resolve at least one issue in their community. It is very important that the first action chosen be successful, so that the group continues to be motivated to continue to work together on other issues.

Through this process, a local issue will be addressed successfully, and self-advocates will develop and improve leadership skills, learn and use strategic thinking to identify a problem and develop a plan of action, and strengthen their relationships with each other as well as with community leaders. Community leaders will have an experience that should result in increasing their understanding of the contributions that individuals with intellectual and developmental disabilities can make to their community.

Proposed Funding Amount

The proposed funding amount is \$100,000 per year, for up to three years to establish the project. Match for the project will come from donated time of the project advisory committee and self-advocates who work together to effect change in a local community. If the group of self-advocates has built their local advocacy skills to a level that can be sustained with the support of a part-time community organizer, they may be eligible for a reduced level of funding for an additional two years to expand on their achievements, develop their organizational capacity, and to support the development of similar efforts in other communities. The ultimate goal is a local self-advocate community change organization that is engaged and self-sustaining.

Other Considerations

TCDD may wish to support the organization selected to provide training on community organizing strategies to come to Texas to provide training directly to the group of self-advocates and possibly to TCDD Council members and staff.

Attachment 3

Funding Proposal

Executive Summary

Partnership with African American Clergy to Support Families

Definitions

In this Executive Summary, the use of the words “Clergy” and “Pastor” are based on information provided in Wikipedia.

A **pastor** is usually an ordained leader of a Christian congregation. The word may also refer to a title or a person (e.g., Pastor Smith) or a job title (like Senior Pastor or Worship Pastor).

Clergy is a generic term used to refer to a wide range religious leadership within some religions. Clergy have different functions in different religious traditions, and formal and informal clergy positions may include deacons, priests, bishops, preachers, pastors, and ministers.

Background

Approximately one in four people in the general population experience a mental health condition. Individuals with Intellectual and Developmental Disabilities (IDD) may have a higher risk of mental illness; estimates suggest that approximately 33% of individuals who have IDD also have mental illness. (Co-Occurring Mental Illness and Developmental Disabilities, by Maria Quintero, PhD., and Sarah Flick, MD, *Social Work Today*, 2010, Vol. 10 No. 5 P6). African Americans have rates of behavioral health disorders similar to that of the general population. However, African Americans, with or without IDD, frequently bear a heavier burden of disease, often due to a lack of information and awareness, access to healthcare, or appropriate services. African Americans have among the highest unmet needs for treatment of depression and other mental health disorders, and there continues to be a huge gap between the number of people who need treatment for mental health issues and those who seek treatment. In the African American community, 92 percent of males who have depression and 60 percent of families do not seek mental health treatment nor receive the appropriate support.

Stigma, cultural barriers, socioeconomic barriers, and mistrust of the health system based on past experience of abuse and neglect perpetrated by that system impede recovery and create barriers to seeking support. African American clergy (especially Pastors) are very influential in the lives of their congregants, and congregants are likely to seek their advice when concerns arise. In most black communities clergy are considered gatekeepers and first responders to personal or family crisis. There is less stigma in seeking assistance from clergy who are trusted, known and mostly respected by their congregants, and may frame the problem in spiritual terms that are more comfortable for the congregant/client (Bohnert et al., 2010). It is estimated that 75 percent of African Americans do not use traditional mental health services or providers and rely on pastors/clergy for support for most issues in their lives.

Most individuals will contact clergy without seeking additional formal support; the response by clergy to an individual’s mental health needs may be the deciding factor of whether the person seeks or refrains

from seeking additional formal or information supports. However, most clergy view their knowledge of mental health as limited, and the majority have not received training in mental health issues. It is important that clergy know when to make appropriate referrals to trained mental health professionals. Many studies show that collaboration between faith-based organizations and formal healthcare supports have emerged in the drive to improve access to care.

Four TCDD projects are currently working with faith-based groups to facilitate inclusion and support of people with intellectual and developmental disabilities, including people with mental illness:

- The Arc of Greater Tarrant County (IDD Needs Council of Tarrant County) is partnering with the local faith-based community to facilitate the full inclusion of people with a diagnosis of an intellectual and developmental disability (IDD) into faith communities of their choice.
- Jewish Family Service of Dallas is serving Dallas, Collin, Denton and Rockwall counties and will create a collaborative initiative to share successful community awareness building and inclusion strategies.
- West Central Texas Regional Foundation is working with faith communities in Callahan, Jones and Taylor counties.
- OneStar Foundation is collaborating with Jewish Family Services and the Texas A & M University Center on Disability and Development to create the Austin Interfaith Inclusion Network which serves the Travis County area.

Although these projects are reaching out to diverse communities and faith-based groups across Texas, they have not successfully reached African American clergy. However, TCDD staff have worked closely with the Austin Area African American Behavioral Health Network (4ABHN), a professional network for African American mental health professionals supported by the Hogg Foundation, to address this issue more successfully. Various activities have occurred thus far:

- The Hogg Foundation sponsored specialized clergy tracks at the 2012 and 2013 Central Texas African American Family Support Conferences. Led by practitioners dually-licensed in theology and mental health and by pastors, the tracks attracted more than 125 clergy and resulted in a commitment by many of the attendees to continue to work together. The Hogg Foundation also hosted a 2-day conference entitled “Spiritual Crossroads: Faith, Mental Health and the African American Community,” at the Southwestern Baptist Theological Seminary for nearly 350 consumers and family members, faith leaders, mental health advocates, policy makers from around the state.
- Dr. King Davis, University of Texas School of Social Work, the Health and Human Services Commission’s Center for Elimination of Disproportionality and Disparity, the Hogg Foundation, and Texas State Representative Garnet Coleman provided significant assistance to TCDD, Austin Travis County Integral Care, Helpful Interventions, and community members in the Houston area to establish the Gulf Coast of Texas African American Family Support Conference.
- The 4ABHN and a group of clergy have formed a vision of how clergy, properly trained and supported, may meet the needs of African Americans who may not be receiving services and supports for their needs related to IDD or Mental Illness.

Activities are proposed below to complement and enhance current efforts to support African American clergy in the central Texas area.

TCDD State Plan Goal

Goal 5: Demonstrate how to prevent unnecessary admissions to State Supported Living Centers (SSLC) by supporting community organizations in 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 to have access as needed to necessary healthcare, behavior supports, and/or respite, by 9/30/2016.

Objective 2: Provide funding to enable at least 10 organizations working in the target region(s) to implement plans that will increase their capacity to provide healthcare services, behavior supports, and/or respite to support people with developmental disabilities living in the community by 9/30/2016.

Activity 3: Provide support to non-medical community leaders (such as ministers) & service providers (such as speech pathologists) to collaborate with others to support the full inclusion of people with developmental disabilities and to support people with developmental disabilities to gain access to necessary healthcare services, behavior supports, and/or respite.

Expected Outcome

African American clergy in central Texas will increase their understanding of how to encourage and support members of their communities who have disabilities to gain access to necessary services and supports and to be fully included in their communities.

Project Description

TCDD staff will continue to work in collaboration with state agencies, community organizations, legislative offices, clergy, and other community members to reach the expected outcome. TCDD, the Hogg Foundation, the HHSC Center for Disproportionality and Disparities and others will collaborate with 4ABHN to develop a workplan that may include the following activities: It is expected that TCDD funds will be used to support to the following activities:

- Funding for a fellowship at one of the 4ABHN member organizations to coordinate various activities of 4ABHN and include additional organizations in that group;
- Speakers, trainers, purchase or distribution of materials, necessary travel, and other items as needed to support the work of 4ABHN;
- Evaluation(s) of the results of 4ABHN activities as appropriate;
- The sponsoring organization will receive, account for and disperse TCDD funds, assure timely progress towards activities on an approved plan, and comply with various reporting requirements.

It is expected that organizations currently participating in 4ABHN will jointly select an organization to serve as fiscal agent for TCDD funds. In that manner, the organization will be able to maintain a supportive relationship with African American clergy and show evidence of cultural competency.

Proposed Funding Amount

TCDD will provide funding up to \$75,000 per year including support for a fellowship. The selected entity will be responsible for contributing match to the project, in the amount of 25% of the total project costs for activities that are not in federal poverty areas and 10% for total project costs for activities that are in federal poverty areas.

Proposed Duration

TCDD funding will be available for up to five years.

Other Considerations

Note: There is some disagreement among developmental disability advocates about mental illness meeting the federal definition of “developmental disability.” Federal guidance provided in the past clearly indicated that if there is evidence that the mental illness first became evident prior to the individual’s 22 birthday, and results in at least three functional limitations as required by the federal definition of developmental disabilities, whether on an ongoing basis or episodically, that individual can be considered to have a developmental disability for purposes of the DD Act.

Attachment 4

Management Team Emergency Backup At-A-Glance

This document provides an overview of the standing appointees and first backups of the Management Team. See the emergency backup plans for each individual position for details.

Martha Cantu, Operations Director

- 1st Backup: Roger Webb, Executive Director
- 2nd Backup: Barbara Booker, Budget Specialist

Joanna Cordry, Planning Coordinator

- 1st Backup: Sonya Hosey, *Grants Management Director*
- 2nd Backup: Cynthia Ellison, *Senior Grants Specialist*

Sonya Hosey, Grants Management Director

- 1st Backup: Cynthia Ellison, *Senior Grants Specialist*
- 2nd Backup: Joanna Cordry, *Planning Coordinator* with Grants Specialists support

Jessica Ramos, Public Policy Director

- 1st Backup: Melissa Loe, *Communications Coordinator* (Public information activities) and Roger Webb, *Executive Director* (Policy activities)
- 2nd Backup: Lucy Walker, *Public Information Specialist* and Belinda Carlton, *Public Policy Specialist*

Approval and Annual Update: Responsibility of the appropriate management team member and the Executive Director.

Approved by:

Roger Webb, Executive Director

Date

Texas Council for Developmental Disabilities

Executive Director Succession Procedure

Introduction

A change in executive leadership is inevitable for all organizations. An executive transition is a time of both risk and opportunity. It is a period in an organization's history when Council members and/or the Chair must increase their level of engagement. It is also a time when some may seek assurance of the organization's viability and long-term sustainability.

A succession procedure for the Executive Director position is a routine risk management and sustainability planning tool. The Procedure ensures organizational sustainability by providing a proactive, orderly plan for executive leadership transitions.

To that end, the Texas Council for Developmental Disabilities (TCDD) is adopting this succession procedure for purposes of:

- Focusing Council attention on leadership team development through annual communications between the Executive Director and Council about the depth of staffing and succession plans for Management Team positions, and
- Establishing principles, role clarity and procedures to support positive leadership transitions that foster good endings and beginnings with departing and arriving leaders and build organizational capacity when a planned or unplanned executive leadership change occurs.

The Council Chair shall be responsible for overseeing the implementation of this procedure and any related procedures, and for ensuring that the procedure is reviewed at least annually and updated as needed.

In the event of a planned or unplanned leadership transition, the Council shall immediately appoint a Transition Committee which shall plan and manage the transition, including the search for a new Executive Director.

Guiding Principles

- The Texas Council for Developmental Disabilities is open to and will consider both internal and external candidates when filling the Executive Director position. A competitive search will be conducted unless the Board concludes that a current staff member is appropriate and available for the job.
- In organizations such as Texas Council for Developmental Disabilities, the Executive Director's position is often shaped by the incumbent's talents and areas of specialized interest. That person's departure might necessitate other organizational changes including the creation of new positions and/or realignment of current positions.
- The preeminent goal of a transition to a new Executive Director is maintaining continuity of Texas Council for Developmental Disabilities' mission-related work.

- In conducting the executive search and hiring process for the Executive Director position, the Texas Council for Developmental Disabilities has agreed to follow the job posting and recruitment procedures of the Councils' designated state agency, the Texas Education Agency (TEA), as applicable to this specific situation. Those procedures may include training of the interview team on recruitment and interview process.

Lines of Authority

1. The selection of the Executive Director is the responsibility of the Council.
2. The current Executive Director has the responsibility to continuously identify, encourage, and help to develop senior management within the organization who are qualified to meet future leadership needs.
3. The current Executive Director has the responsibility to plan for the orderly transition of all senior management.

Emergency Backup Plan

1. Related to the position of Executive Director: To be prepared at all times for a leadership transition, the organization shall maintain an up-to-date Emergency Backup Plan with guidelines for the planned or unplanned, short-term and long-term absence of the Executive Director. This plan is approved by the Executive Committee on behalf of the Council and should be reviewed annually. The plan can also serve as the Transition Plan when there is a vacancy in the Executive Director position.
2. Related to Management Team Positions: To be prepared at all times for a senior management transition, the Executive Director shall maintain an up-to-date Emergency Backup Plan with guidelines for the planned or unplanned, short-term and long-term absence of members of the Management Team. Those plans are approved by the Executive Director with input from the Council Chair and Executive Committee and shall be made available to the Council.

Council Board Action in the Event of Vacancy in the Executive Director Position

1. Organizational Assessment: The Council Board or Executive Committee shall take time to fairly assess the leadership needs of the organization before the search for a new Executive Director is conducted. The assessment shall include a review and update (if needed) of the organization's future directions and the current Executive Director position description. The assessment will be designed to help assure the selection of a qualified and capable leader who fits well with the organization's mission, vision, values, culture, goals, and objectives, and who has the necessary skills to lead the organization. The Committee or Board will also determine an appropriate outreach strategy to recruit qualified applicants with skills necessary to carry out the organization's mission, vision, values, goals and objectives.
2. Option of appointing an Acting or Interim Executive Director: To assure the organization's operations are not interrupted while the Council assesses the leadership needs and recruits a new Executive Director, the Executive Committee may determine to appoint an Acting Executive Director from among senior management staff or hire an Interim Executive Director from outside the organization.

3. Duties of the Acting/Interim Executive Director: Among such duties will be to ensure that the organization continues to operate without disruption and that all organizational commitments previously made are appropriately executed, including but not limited to, grant and contract obligations, financial monitoring and reporting, program reports, speaking engagements, coordination and support for meetings of the Council and Committees, and other obligations to funders and other stakeholders.
4. Simultaneous transitions for the Executive Director and Senior Management Positions: Should the Executive Committee determine to appoint an Acting or Interim Executive Director from within, the Council may make other temporary senior management appointments from among other senior management staff, external hires, or whatever combination of those options best assures continuity in leadership and program success through the transition period and afterwards.

Preparation Time Frame for Replacement of the Executive Director

1. The optimal period for the Executive Director to announce his/her departure from that role – or proposed commencement of a new role in the organization – is at least six to twelve months before the date of departure.
2. The Council understands that the time required for successfully completing a planned leadership transition is approximately eight to twelve months.

Role of the Outgoing Executive Director in Planned Transitions

The departing Executive Director, unless otherwise directed by the Transition Committee, will be involved in some transition-related activities such as communicating with funders and other stakeholders, and briefing the incoming Executive Director. The departing Executive Director's role during the transition and after the new Executive Director starts shall be developed in consultation with the Council Chair and/or Transition Committee and communicated to the Council.

Initial Implementation of the Transition Plan

1. Within fifteen (15) days of the announcement of a planned departure, the Council Chair shall make recommendations to the Executive Committee for the membership of an Executive Transition Committee. The Executive Committee shall make the final determination of membership of the Executive Transition Committee and the appointment of that committee's chair. The Executive Transition Committee shall be comprised of at least two Executive Committee members and three council members. Other Council members, TCDD staff, and a representative of the Texas Education Agency may be recruited to advise or assist the Committee at the discretion of the Council Chair and Executive Committee.
2. The Executive Transition Committee shall be responsible for implementing this transition plan and further developing the plan based on state processes as needed. The responsibilities of this committee include:
 - Plan and oversee the executive director transition process including determining the need for, contracting with and supervising the work of any external search or transition consultant(s).

- Work with the Executive Committee to review and revise the executive director job description and qualifications to ensure they reflect TCDD's current and future leadership needs, including:
 - Minimum knowledge, skills and abilities required for the position.
 - Education and experience requirements.
- Ensure that a robust pool of candidates is developed for the Executive Director position.
- Coordinate or conduct the interview and selection process and, in a timely fashion, bring a recommended candidate to the Council for ratification.
- Provide support and counsel to the Acting or Interim Executive Director; the Acting or Interim Executive Director reports to the Council Chair, but receives advice and counsel from the Transition Committee as it relates to the transition process and preparing the organization to work effectively with the next Executive Director.
- Determine the role and substantive involvement of senior staff in the transition planning process and how they may be consulted in the selection process.

The Executive Transition Committee may also be given additional direction by the Executive Committee.

The Executive Transition Committee will sunset upon completion of the onboarding process of the new Executive Director, expected to be on or before 90 days after the new Executive Director's start date.

3. The Executive Transition Committee, or a subset of its members, will serve as the Interview Panel in accordance with TEA procedures. Composition of the Interview Panel shall include, at a minimum, the Council Chair as the hiring manager and at least two other council members or staff. The Interview Panel's responsibilities include:
 - Developing the job posting and determining the length of posting.
 - Developing the interview questions, application screening matrix, and job simulation exercise as appropriate.
4. The Texas Open Meetings Act allows discussions concerning certain personnel matters, including discussions to deliberate the appointment or employment of employees, to be held in a closed meeting.
5. Pursuant to federal and state statutes establishing TCDD, the Council shall be responsible to recruit and hire the Executive Director, when the position becomes vacant, to and supervise and evaluate the Executive Director. Council recruitment and hiring shall be conducted in a manner consistent with Federal and State nondiscrimination laws, and consistent with State personnel policies.
6. The Executive Transition Committee and/or Committee Chair shall coordinate with TEA concerning training on job posting and recruitment procedures and an orientation for the entire selection team.
7. The Interview Panel will identify a recommended finalist who will be considered for appointment to the Executive Director position by the Council in an open meeting..

8. As needed, the Council Chair shall authorize an organizational assessment and schedule a Council Board Retreat to review and refresh the organization's long range plan and strategic direction.

Texas Council for Developmental Disabilities Commitment Regarding Diverse Candidates and Staff Leader Development

1. In order to provide career advancement for staff, the organization shall encourage the professional development of current TCDD employees.
2. In order to support the Council's due diligence and ensure that the best possible candidate is hired, the organization shall implement a search and selection process that is open to internal and external candidates.
3. In order to develop a finalist pool that is reflective of the community, the organization shall work proactively to develop a diverse pool of candidates for the Executive Director position.
4. The Council shall fully comply with the nondiscrimination provisions of all federal and state laws and regulations.

Adopted by the Council Board on the 10th day of August, 2010.

Revised and adopted by the Council Board on the ____ day of _____, 2013.

Mary Durham, Council Chair

Texas Council for Developmental Disabilities

Executive Director EMERGENCY BACKUP SUCCESSION PLAN

Guideline for the Appointment of an Acting Executive Director in the Event of an Unplanned Absence of the Incumbent

1. Rationale

The Executive Director position in an organization is a central element in the organization's success. Therefore, ensuring that the functions of the Executive Director are well understood and shared among the executive team and senior staff is important to ensure organizational stability and leadership continuity in the event of unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition even when it is predictable and planned.

The purpose of this plan is to ensure the continuous coverage of duties critical to the ongoing successful operations of the Texas Council for Developmental Disabilities (Texas Council). The Council has adopted policies and procedures that allow for the temporary appointment of an Acting Executive Director in the event of an *unplanned and extended absence* of the Executive Director when it is in the best interest of the Council. The Council Chair, or Council Vice Chair in the absence of the Council Chair, may determine the appropriate time to initiate the implementation of this plan.

While the Council acknowledges that such an absence is highly improbable and certainly undesirable, they believe that due diligence in exercising executive-level management functions requires that it have an emergency backup succession plan in place. It is expected that this plan will ensure continuity in the administration of the organization's day-to-day programs and operations, management of external relationships and supervision of staff and finances.

2. Priority functions of the Executive Director position at Texas Council

The full Executive Director position description is attached. *(See Attachment 1)*

Of the duties listed in the position description, the following are considered to be examples of the key functions of the Executive Director, and therefore, have a corresponding temporary staffing strategy. Functions to be covered by an Acting Executive Director are attached. *(See Attachment 2: Emergency Backup Succession Plan Detail: Executive Director)*

The positions assigned in the Temporary Staffing Strategy are based on TCDD organizational structure as displayed in the organizational chart of April 2013. In the event this plan is implemented and those assigned are no longer available or positions are vacant, the Council Chair may select other senior staff to support each of the key Executive Director functions. It is the responsibility of the Executive Director to ensure that positions have appropriate cross-training to successfully implement the temporary staffing strategy.

3. Business as Usual

This emergency backup succession plan and the staffing structure at TCDD are intended to minimize disruption in quality service and maintain business as usual to the extent possible. In the absence of the Executive Director, unless otherwise determined by the Council Board, business as usual includes maintenance of the following.

(See Attachment 2):

- A. ~~Delivery of services~~ [TCDD Program Activities](#)
- B. Fiscal Matters: Budgets, Purchase Orders, Planning and Accounting
- C. Grants Matters: ~~Fundraising Federal Allotment Activities~~ & Grant Management
- D. ~~Maintain relations with Council and government offices~~ [Support quarterly Council & Committee meetings, Chair and Committee Chairs](#)
- E. Personnel Matters
- F. Public Policy [and relations with State Policymakers](#)

4. Emergency Backup Succession Plan Implementation

The Council authorizes the Council Chair to make a determination that it is in the best interest of the Council to implement the terms of this emergency backup succession plan in the event of a planned or unplanned temporary, short-term absence of the Executive Director. The Vice Chair is authorized to implement this plan in the event that the Council Chair unavailable or cannot be reached..

As soon as feasible, following notification of an unplanned temporary or short-term absence, the Council Chair may convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed.

While this timeline may vary based on circumstances, the suggested steps for implementation are:

- The Operations Director informs the Council Chair immediately of unplanned absence.
- The Council Chair appoints an Acting Executive Director.
- The Council Chair informs the Council of the Acting Executive Director appointment.
- The Council Chair (and potentially other officers) consults with the Acting Executive Director on the circumstances of the absence, organizational situation and related factors.
- After the Council Chair and Acting Executive Director consult, stakeholders will be notified following the communications plan outlined below.

5. Definitions

- A temporary absence is one in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved.
- An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation, a planned medical procedure, or a sabbatical.
- A short-term absence is three months or less.
- A long-term absence is one that is expected to last more than 3 months.

- A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

6. Emergency Backup plan in event of a temporary, unplanned absence (SHORT-TERM)

A. Who may appoint the Acting Executive Director?

1. The Council authorizes the Council Chair to make a determination that it is in the best interest of the Council to implement the terms of this emergency backup succession plan in the event of the unplanned absence of the Executive Director.
2. In the event of an unplanned absence of the Executive Director, a member of the management team shall immediately inform the Council Chair of the absence.
3. As soon as is feasible, the Council Chair may convene a meeting of the management team to affirm the procedures prescribed in this plan or to make modifications the Council Chair and team deems appropriate.
4. The Council Chair may consult with other members of the Executive Committee as he/she may deem necessary.

B. First backup to the position of Executive Director

Due to the organizational structure of TCDD, the backup designated as the Acting Executive Director will serve as the primary “Point of Coordination” for the team, lead specific functions, and defer to other directors for matters in their areas of responsibilities and expertise. (See *Emergency Backup Detail* for complete listing.)

The Council Chair may designate Martha Cantu, Operations Director, to the position of Acting Executive Director. Her position description will specify that she may serve as Acting Executive Director in the absence of the Executive Director unless otherwise decided by the Council Chair. She will have an emergency backup succession plan with designated appointees if she becomes Acting Executive Director or if she is otherwise unable to serve her own functions as Operations Director.

C. Second backup for the position of Executive Director

The Council Chair may also consider splitting duties among designated appointees based on the primary functions to be carried out. (See *Emergency Backup Detail* for complete listing.)

Sonya Hosey, Grants Management Director and Jessica Ramos, Public Policy Director may jointly serve as second backups for the position of Acting Executive Director. They may serve should Martha Cantu, Operations Director, be unable or unwilling to serve as Acting Executive Director or otherwise decided by the Council Chair. They will have emergency backup succession plans with designated appointees.

D. Cross-training plan for designated appointees

The Executive Director, in collaboration with the Council Chair, will develop a plan for training the potential appointees in the priority functions of the Executive Director which are listed in section 2 above. The cross-training plan will be attached to this document when the plan is completed. The TCDD Operations Director, will have the responsibility of handling the logistics of the plan's implementation.

E. Authority and restrictions of the appointee

The person appointed as Acting Executive Director may have the same authority for day-to-day decision making and independent action as the Executive Director as provided in existing policy and procedures except as further defined by the Council Chair. Decisions that will be made in consultation with the Council Chair or other appropriate committee chairs include senior management staff hiring and terminations, financial issues that may arise, taking on a new project or program, on behalf of TCDD, and taking public policy positions on behalf of the organization.

F. Compensation

The Council Chair, in consultation with the Executive Committee, may consider a salary adjustment for the Acting Executive Director to the extent allowed by state personnel policies and practices.

G. Council Chair responsibility for oversight and support to the Acting Executive Director

As with the Executive Director, the Council Chair and Council will have the responsibility for monitoring the work of the Acting Executive Director. The Acting Executive Director will provide regular updates and meet with the Council Chair as necessary. The Council Chair will also be alert to the special support needs of the Acting Executive Director serving in this temporary leadership role and act to address them.

H. Communications plan

Within eight (8) hours after an Acting Executive Director is appointed, the Council Chair and the Acting Executive Director will meet to implement an external communications plan to announce the organization's temporary leadership structure, including the kind of information that will be shared and with whom (e.g. councils, state agencies, government officials). (For a full overview of the communications plan, see *Attachment 2: Emergency Backup Succession Plan Detail: Executive Director.*)

Within 24 hours after an Acting Executive Director is appointed, the Council Chair and Acting Executive Director will implement the communications plan to announce the organization's temporary leadership structure to the management team, the Council and the Advisory Boards.

Notifications will take place in sequence on the following timetable:

- Within 24 hours, the Acting Executive Director will notify the Council Chair, staff, and the Executive Committee.

- Within 48 hours, the Acting Executive Director will notify the governor's office, TEA, and Council Members.
- Within seven days, the Acting Executive Director will notify AIDD and the disability and advocate community.
- Within seven days, the Planning Coordinator will notify other developmental disability councils.
- Within two weeks, the Acting Executive Director will notify grantees as needed, state agency colleagues and other parties/constituents.

Updated Key Contact information will be maintained in the organization's Outlook, listserves, directories, and rosters for easy access on an ongoing basis by a member designated by the Executive Director.

7. Emergency Backup plan in event of a temporary, unplanned absence (LONG-TERM)

The procedures and conditions to be followed will be the same as for a short-term absence with one addition: The Council Chair will give immediate consideration, in consultation with the management team, to temporarily back-filling the position left vacant by the Acting Executive Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a temporary appointment would focus on covering the priority areas in which the Acting Executive Director needs assistance.

8. Emergency Backup plan in event of a PERMANENT unplanned absence

The procedures and conditions will be the same as for a long-term temporary absence with one addition: The Council Chair may appoint a Transition and Search Committee of no less than five members in accordance with the terms outlined in the TCDD Succession Procedure.

9. Approvals and maintenance of record

A. Emergency Backup plan approval

This emergency backup plan will be approved by the full Council and reviewed annually by the Executive Committee which shall recommend to the Council any needed changes in the designated appointees serving as backups. The Council Chair may review and amend the plan at other times if a designated appointee is no longer available to serve in an Acting Executive Director capacity. The Council Chair may reevaluate the plan when new designees are appointed.

B. Signatories

This plan will be signed by the Council Chair, the Executive Director, the Operations Director and the designated appointees serving as backups in this plan.

C. Maintenance of record

Copies of this plan will be maintained by the Council Chair, the Executive Director, the Operations Director and the designated appointees serving as backups in this plan.

| [Adopted by the Council Board on the 10th day of August, 2010.](#)

| [Revisions ~~Approved~~ approved](#) by Texas Council for Developmental Disabilities on _____.

Mary Durham, Council Chair

Roger Webb, Executive Director

I acknowledge that I have reviewed this plan:

Martha Cantu, Operations Director

Executive Director
Position Description

Functional Title	Executive Director	(Roger Webb)
Classification Title & No.	Director II / 1621	
Office Name & Address	Texas Council for Developmental Disabilities 6201 E. Oltorf, Suite 600, Austin, TX 78741	
Salary Group	B-27	
FLSA Status	Executive Exempt	
Position No.	02463	

General Description

The Executive Director serves as the chief executive officer of the Texas Council for Developmental Disabilities (TCDD). The Executive Director is selected by the TCDD Executive Committee of the Council and works under the limited direction of the Council Chair. The Executive Director performs a wide range of highly advanced senior level managerial work overseeing TCDD daily operations and public policy, planning, advocacy, public information and grants activities; serves as the TCDD chief audit officer; and coordinates TCDD fiscal, and administrative affairs. The Executive Director is the lead TCDD public liaison with various external publics, directs programmatic activities of TCDD staff consistent with Council directives, and oversees personnel functions of TCDD staff. The Executive Director coordinates development of the Council's State Plan and the formulation of policies and positions of the Council consistent with the intent of federal law, the Developmental Disabilities Assistance and Bill of Rights Act, development of innovative activities to implement the Council's State Plan, and evaluation of TCDD activities.

The Executive Director works under general direction, exercising extensive latitude for the use of initiative and independent judgment in the planning and managing of TCDD activities as authorized by state and federal law. The Executive Director coordinates directly with designated state agency concerning administrative services and supports provided to TCDD and ensures that TCDD administrative procedures are in accordance with the Memorandum of Understanding between TCDD and the designated agency and coordinates internal audit and legal affairs matters.

The Executive Director is responsible for coordinating with the Governor's office; state legislators; state and federal agencies; and consumer and provider organizations to ensure implementation of activities in the Council's approved State Plan. The Executive Director assures compliance with applicable state and federal regulations. Frequent overnight travel is required. Performs other duties as may be assigned and required by the Council to maintain effective operations.

Key Job Functions

1. Provides direction, guidance, and assistance to initiate innovative program activities to implement the TCDD State Plan including:
 - Public policy advocacy and public information activities;
 - Developing, monitoring and reporting on the TCDD *State Plan* ;
 - Planning and policy development activities, and related reporting requirements; and
 - Development, implementation and monitoring of DD funded grant projects.
 - a. Assures consistency with TCDD policy direction and approved State Plan.
 - b. Proposes and assists the Council in the formulation of organizational policy, position statements, program priorities, and annual operating budgets.
 - c. Provides status reports to the Council.
 - d. Assures consistency with requirements of the DD Act.

Functional Title Classification Title & No.	Executive Director (Roger Webb) Director II / 1621
<ul style="list-style-type: none"> e. Assures completion of key items. f. Maintains appropriate professional quality in all efforts. g. Coordinates Council Complaint Procedures to ensure enforcement of TCDD Rules and Policies. <p>2. Directs and oversees fiscal affairs of the TCDD.</p> <ul style="list-style-type: none"> a. Directs the development, implementation and management of the annual operating budget and legislative appropriations requests budget of the TCDD consistent with the budget and policy directives of the Council and in coordination with the DSA. b. Provides timely and accurate budget reporting and forecasting necessary for funds management by the TCDD. c. Assures all TCDD funds are fully obligated and liquidated within allowed timeframes. d. Oversees compliance with Council intent, Memorandum of Understanding and applicable state and federal law of all grant applications, reviews, awards, and project implementation and monitoring activities. e. Recommends staffing and funding to effectively carry out TCDD activities. <p>3. Manages and oversees personnel functions of TCDD staff.</p> <ul style="list-style-type: none"> a. Supervises the selection, supervision, and termination of TCDD staff within the staffing pattern authorized by the Council. b. Assures that TCDD staff comply with all personnel policies and procedures. c. Assures staff understanding of goals, priorities, and approved activities. d. Establishes policies and procedures to ensure Council staff carry out responsibilities and activities as approved by the Council in a timely and effective manner. e. Oversees completion of annual appraisals consistent with personnel procedures. f. Provides effective management and leadership of staff. <p>4. Provides support and assistance to the Council, Council Committees, the TCDD Chair, and Council Members.</p> <ul style="list-style-type: none"> a. Oversees and coordinates planning and preparation for Council and Committee meetings in a timely and effective manner. b. Coordinates preparation of meeting materials in a timely and effective manner. c. Supervises support provided to Council members which is flexible and responsive. d. Assures reasonable accommodations are provided to members and the public related to all Council activities. e. Provides assistance to the TCDD Chair necessary for conducting Council business in an orderly and effective manner. f. Oversees implementation of Council policies and directives and activities required by state or federal law. <p>5. Ensures effective relationships with disability community, state agencies, Governor's office, state legislature and federal agency.</p>	
<ul style="list-style-type: none"> a. Represents the Council in a professional and cordial manner. 	

Functional Title	Executive Director	(Roger Webb)
Classification Title & No.	Director II / 1621	
<ul style="list-style-type: none"> b. Represents the Policy Positions of the Council and oversees staff activities to assure consistency with Policy Positions. c. Maintains effective working relationships with Council members, grantees, legislators, disability organizations, agency personnel and the public. d. Serves as TCDD point of contact for other state and federal agencies. e. Coordinates with DSA personnel in a timely and professional manner regarding administrative services provided in support of the Council. 		
Job Qualifications		
As documented in personnel file, application for employment:		
Knowledge, Skills, and Abilities		
<p>Considerable knowledge of best practices in providing services and supports for people with developmental disabilities.</p> <p>Knowledge of the primary federal and state programs which provide funding mechanisms for services and supports for people with developmental disabilities, and of the health and human services delivery system in Texas.</p> <p>Knowledge of methods to develop action strategies and evaluation methods for projects and initiatives.</p> <p>Knowledge of state and federal government organization and administration.</p> <p>Knowledge of the intents and purposes of the developmental disabilities legislation and programs.</p> <p>Knowledge of accessibility issues for people with developmental disabilities.</p> <p>Skill in budgeting and fiscal management systems.</p> <p>Skill in managing and directing work activities of staff and consultants.</p> <p>Skill in providing support to volunteer Boards and Committees.</p> <p>Skill in identifying key public policy issues and presenting those issues and recommendations to policymakers.</p> <p>Ability to gain knowledge of regulations, policies and procedures related to administration of federal grant funds.</p> <p>Ability to plan, coordinate, and complete a complex project as scheduled.</p> <p>Ability to communicate orally and in writing.</p> <p>Ability to work effectively with individuals and groups holding divergent opinions in such a way as to obtain prescribed goals.</p> <p>Ability to perform complex, highly detailed tasks that involve budgets, payment requests, etc.</p> <p>Ability to gather and assimilate information from several sources and make decisions regarding funding programs, etc.</p> <p>Ability to work independently and manage time effectively.</p>		

Education and Training
Graduation from an accredited college or university with a master's degree in psychology, sociology, education, business, public administration, or related equivalent areas.
Experience
Eight years of progressively responsible professional or administrative experience in positions that provided a thorough working knowledge of the delivery of human services. At least four years experience in programs, services, or initiatives that foster independence and inclusion of individuals with developmental disabilities, and at least three years experience must have been in an administrative, managerial, public policy, or consultative capacity in a governmental or state agency position. Experience requirements may be concurrent.
Career Progression Requirements
Not applicable.

Date of FJD Revision
mo./yr. – new or revised
<i>Draft Revisions 10/05</i>
Approved: 02/06

Emergency Backup Succession Plan Detail

Name: **Roger Webb, Executive Director**

First Backup: **Martha Cantu, Operations Director**

First Backup Support: Provides support in collaboration with Martha Cantu, Operations Director

- Public Policy: *Jessica Ramos, Public Policy Director*
- Grants: *Sonya Hosey, Grants Director*
- Planning & Project Development: *Joanna Cordry, Planning Coordinator*

Second Backup(s): **Sonya Hosey, Grants Management Director**
And Jessica Ramos, Public Policy Director

Second Backup Support: Provides support in collaboration with First Backup Support

- Grants: *Cynthia Ellison, Senior Grants Specialist*
- Public Policy: ~~*Belinda Carlton, Public Policy Specialist*~~ *Melissa Loe, Communications Director*
- Planning & Project Development: *Cynthia Ellison, Senior Grants Specialist*

Short-Term Staffing of Key Functions

Key Functions	Short Term Staffing Strategies <i>(Define short-term: <u>Up to 2 months</u>)</i>
Provides direction, guidance, & assistance to initiate program activities including: <ul style="list-style-type: none"> - Public policy & public information, - State Plan dev, monitor, report, - Planning & project development, & - Grants management 	Martha Cantu, <i>Operations Director</i> (in collaboration with) Jessica Ramos, <i>Public Policy Director</i> Joanna Cordry, <i>Planning Coordinator</i> Joanna Cordry, <i>Planning Coordinator</i> Sonya Hosey, <i>Grants Management Director</i>
Directs and oversees fiscal affairs of the TCDD	Martha Cantu, <i>Operations Director</i>
Manages and oversees personnel functions	Martha Cantu, <i>Operations Director</i>
Provides support to the Chair, Council, Committees, and Council Members.	Martha Cantu, <i>Operations Director</i> <u>and/or</u> Koren Vogel, <i>Executive Assistant</i>
Ensures effective relationships with state agencies, disability community, Governor's office, state legislature and federal agency.	Martha Cantu, <i>Operations Director</i> Jessica Ramos, <i>Public Policy Director</i> <u>and</u> consultation with Council Chair

Notifications

Notify: Temporary Leadership Change	Accountability: Person to Send Notification	Timeline: Notification to be Made
Family	Martha Cantu, <i>Operations Director</i> <u>or</u> Koren Vogel, <i>Executive Assistant</i>	ASAP
Chair	Martha Cantu, <i>Operations Director</i> <u>or</u> Koren Vogel, <i>Executive Assistant</i>	1-2 hours
Staff	Martha Cantu, <i>Operations Director</i> <u>or</u> Koren Vogel, <i>Executive Assistant</i>	1-2 hours
Executive Committee	Martha Cantu, <i>Operations Director</i> <u>or</u> Council Chair	1 st 4 hours
Council Members	Martha Cantu, <i>Operations Director</i> <u>or</u> Council Chair	1-2 days
TEA - HR/payroll, Adam, Shirley, Harvester, Others as appropriate	Martha Cantu, <i>Operations Director</i> <u>or</u> Koren Vogel, <i>Executive Assistant</i>	1-2 days
Governor's Office	Martha Cantu, <i>Operations Director</i> <u>or</u> Council Chair	1-2 days
ADD	Martha Cantu, <i>Operations Director</i> <u>or</u> Joanna Cordry, <i>Planning Coordinator</i>	1 st week
Disability/Advocate Community	Jessica Ramos, <i>Public Policy Director</i> <u>or</u> Martha Cantu, <i>Operations Director</i>	1 st week
Other DD Councils	Joanna Cordry, <i>Planning Coordinator</i> <u>or</u> Jessica Ramos, <i>Public Policy Director</i>	1 st week
Grantees as needed	Martha Cantu, <i>Operations Director</i> <u>or</u> Sonya Hosey, <i>Grants Management Director</i>	1-2 weeks
State Agency Colleagues	Martha Cantu, <i>Operations Director</i> <u>or</u> Jessica Ramos, <i>Public Policy Director</i>	1-2 weeks
Other Interested Parties	Martha Cantu, <i>Operations Director</i> <u>or</u> Koren Vogel, <i>Executive Assistant</i>	1-2 weeks

Contact information for the above contacts is located in the following:

- ◆ *Emergency contact information*
- ◆ *Council Roster*
- ◆ *Outlook Address List*
- ◆ *TEA Directory*
- ◆ *DPC Listserve*
- ◆ *NACDD Listserve*
- ◆ *Grantee Database*

Required: Contact information lists for the above contacts to be developed:

- ◆ *State Agency Colleagues*
- ◆ *AIDD Members*
- ◆ *Governor's Office*

Cross-Training Plan (on Executive Director Role)

Training area	Staff to be Cross-Trained		Timeline
	Trainee	Trainer	
DD Act and Regs	Martha Cantu	Roger Webb	Ongoing Training: self review
Board relations activities and coordination	Council Chair Koren Vogel	Roger Webb	Ongoing
Issues/topics of Board, Council and Government office	TBD	Roger Webb	Ongoing
Understanding of how to develop agendas, etc.	Koren Vogel Martha Cantu	Roger Webb	ASAP Develop: written procedures

Underlying Assumptions to remain “Business As Usual”

1. Delivery of services
2. Fiscal Matters: Budgets, Purchase Orders, Planning, Accounting, Approvals
3. Grants Matters: Fundraising Activities, Grant Awards, Workplan Activities
4. Maintain relations with board, council and government office
5. Personnel Matters: Appraisals, Personnel actions, leave, schedules, etc.
6. Coordinating workflow
7. Public Policy

Temporary Change/Hold During Absence: Any unusual or “special” projects should be considered for delay or cancellation.

Future Consideration: Coordinate Sunset Review (fall 2013 through 84th Texas Legislature) & Sunset for readoption of TCDD Rules through TX Register rules process by Aug 2016.

Critical Relationships

Relationships must be maintained	Accountability: Maintained by...	Contact information
Council Members	Martha Cantu / Koren Vogel	Council Roster
Governor’s Office	Jessica Ramos <u>with</u> Council Chair	List Required
State Agencies	Jessica Ramos <u>and</u> Public Policy Staff	List Required
Legislative Offices	Jessica Ramos, Public Policy Staff <u>and</u> Council Chair	List Required
Sunset Commission (2013-2015)	Martha Cantu <u>and</u> Council Chair	
AIDD	Joanna Cordry <u>and</u> Council Chair	List Required
DPC member organizations	Jessica Ramos <u>and</u> Public Policy Staff	DPC Listserve
TX Council of Comm MHMR Centers	Jessica Ramos	
PPAT, PACSTx	Jessica Ramos	
Other advocate organizations	Jessica Ramos <u>and</u> Public Policy Staff	

Annual Key Events/Milestones Calendar

Month	Key Events/Milestones <i>(directly involves: Executive Director position)</i>	Key Associated Activities/Responsibilities <i>(direct accountability: Executive Director position)</i>
<i>Monthly</i>		
<i>Bi-monthly</i>		
<i>Quarterly</i>	Quarterly Council & Committee Meetings (February, May, August & November)	Agendas posted 10 days before meeting in Tx Register; Materials Binder mailed to Members 7-10 days before meeting; Complete Meeting Highlights 2-3 wks after meetings; Prepare draft minutes of meetings prior to next binder; Prepare various meeting materials.
<i>January</i>	AIDD PPR (annual report) due by Jan 1 st Tx Legislature convenes 2 nd Tues, Odd-number years	Coordinate with Project Development Director as needed to ensure completed. Leg tracking system available; finalize priorities for session
<i>February</i>	Election of Vice-Chair and Consumer member	Preparations and notifications
<i>March</i>		
<i>April</i>	Executive Committee meeting (continuation grants)	Coordinate materials preparation as required by agenda items; Highlights and Minutes as above.
<i>May</i>		
<i>June</i>	Budget Planning & Preparation	Oversee preparation of next year OE budget.
<i>July</i>	Audit Risk Assessment Update	Review/update previous year's risk assessment with Auditor & Directors
<i>August</i>	Annual OE Budget MOU Amendments State Plan / Amendments Submitted	Oversee preparation of materials, highlights, minutes as per Feb. Oversee prep of proposed budget Coordinate with TEA re: any revisions Final approval by Council; final submit by Aug 15
<i>September</i>	Beginning of State Fiscal Year; End of Federal Fiscal Year Audit Report; Audit Plan Developed	Review re: 2 nd year to obligate; 3 rd yr to liquidate fed funds. Review and comment to auditor.
<i>October</i>	Beginning of Federal Fiscal Year Audit Committee Meeting (Audit Report, Audit Plan)	Coordinate meeting preparations and materials with Auditor
<i>November</i>	Final approval of Audit Plan Final Approval of Biennial Report Recommendations Audit Materials Submitted by Nov 1 Establish Council Nominating Committee	Coordinate materials prep with Auditor Coordinate with Public Policy Director Coordinate with Auditor to ensure submittal Coordinate with Chair
<i>December</i>	Biennial Report – (even number years) DSA Submits federal financial reports to ADD by Dec 31 st	Submitted to State Leadership Dec 1 st Review of DSA's federal financial reports to ADD.

Note: Legislature meets every other year. Calendar varies when in session.

Attach Authorized Signatories Chart

TCDD Policies allow the Executive Director to approve contracts under \$10,000 unless approved in the OE budget; and allow the Executive Director to make final decisions on stipend grant applications. Martha and Sonya should jointly review/approve stipends. Martha and a cognizant Director should jointly approve contracts. Executive Director designees should otherwise have the same authority vested in the Executive Director within the area of responsibilities outlined in this document with the understanding that the Chair will exercise additional oversight on various matters.

Attach Public Policy Issues Chart

**COMMITTEE OF THE WHOLE
DRAFT MINUTES
MAY 2, 2013**

COUNCIL MEMBERS PRESENT

Mary Durham, Chair	Stephen Gersuk	Scott McAvoy
Kelly Chirhart, CDS - UT	Manda Hall, DSHS	John Morris
Kristine Clark	Cindy Johnston	Joe Rivas
Gladys Cortez	Jeff Kaufmann, DADS	Cindy Swain, TEA
Kristen Cox	Sara Kendall, DARS	David Taylor
Mateo Delgado	Diana Kern	Lora Taylor
Mary Faithfull, DRT	Kate Leyman, HHSC	Richard Tisch

COUNCIL MEMBERS ABSENT

Hunter Adkins	Kimberly Blackmon	Dana Perry
Mike Benz, CDD - TAMU	Andrew Crim	Susan Vardell

STAFF MEMBERS PRESENT

Roger Webb, Executive Director	Joanna Cordry	Susan Mihalik
Martha Cantu	Sonya Hosey	Jessica Ramos
Belinda Carlton	Wendy Jones	Koren Vogel
	Melissa Loe	Lucy Walker

GUESTS PRESENT

Carol Axt	Cassie Fisher, DARS	Laura Warren
Matthew Curran	Amy Litzinger	
Amanda Dunnavant	Linda Litzinger	

CALL TO ORDER

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, February 7, 2013 in the Phoenix South Room of the DoubleTree Hotel, 6505 IH 35 North, Austin, TX 78752. Council Chair Mary Durham called the meeting to order at 9:10 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered.

3. CHAIR AND EXECUTIVE DIRECTOR REMARKS

Chair Durham and Council member John Morris discussed the recent Disability Policy Seminar in Washington, DC. Morris noted the large number of self-advocates in attendance and described the content as entry-level which was beneficial for those advocates. Durham indicated the event provided balanced political approach with representatives from each party discussing the issues. She noted there was a great deal of discussion around the sequestration of funds process as well as SSI and SSDI benefits.

Durheim noted the opportunity for Council members and staff to attend the AIDD Technical Assistance Institute and NACDD Conference which are being held together July 8-10, 2013 in Washington, DC.

Executive Director Roger Webb reviewed Council member absences for these meetings that include Hunter Adkins, Kimberly Blackmon, Andy Crim, Dana Perry, Susan Vardell and Mike Benz/Amy Sharp of the Center on Development and Disability – TX A&M. Health and Human Services (HHSC) representative Frank Genco has changed positions within the agency and is no longer the representative to the Council. HHSC will be represented at the meetings by Kate Leyman and Nancy Walker in a non-voting capacity.

4. GRANTEE PRESENTATION: TEXAS PARENT TO PARENT ADVOCACY NETWORK PROJECT

Grants Specialist Susan Mihalik introduced Laura Warren, Amy Litzinger and Linda Litzinger of Texas Parent to Parent who provided a presentation on the Advocacy Network Training project. Warren provided background information on Texas Parent to Parent and Linda and Amy Litzinger discussed the project. The project provides classroom and hands-on training throughout the state for self-advocates (children and adults) as well as family members in providing input on disability issues to state agencies and all levels of government officials. Linda Litzinger presented videos of advocates providing testimony at legislative hearings as well as participating in training exercises. The project has completed 2 years of a five year project and has trained over 250 individuals from approximately half of the state Representative's districts. Information was also provided about the upcoming Texas Parent to Parent conference taking place in San Marcos, July 26-27, 2013.

5. REVIEW OF COMMENTS ON PROPOSED STATE PLAN AMENDMENTS

Chair Durheim reminded members that proposed State Plan Amendments were approved for posting for public comment during the February 2013 meeting. During the interim, proposed amendments were posted to the TCDD website and input was solicited from stakeholder groups. No comments were received. Planning Coordinator Joanna Cordry briefly reviewed the draft amendments in meeting materials as approved at the February meeting. No additional comments or substantive revisions were offered by Committee members. Members agreed by acclamation to forward for Council approval.

6. 83rd TEXAS LEGISLATURE UPDATE

Public Policy Director Jessica Ramos provided an update on legislative activities from the current session including a detailed review of the proposed budget for the 2014-2015 biennium and its impact on services for people with disabilities. Ramos noted that the outlook for human services programs is better than in previous years, but programs are still recovering from cuts of previous sessions. She reviewed House and Senate proposed funding and reminded members that final funding amounts will be determined by the budget conference committee. Ramos also discussed changes to acute care and long term services and supports proposed by Senate Bill 7. This bill establishes a new entitlement program known as Community First Choice that would provide basic attendant and habilitation services for people with developmental disabilities who are Medicaid eligible as an additional Medicaid Plan service provided via the Medicaid managed care program. Stakeholders have provided a great deal of input on this bill which is currently pending in the House Committee.

7. GRANT PROJECT HIGHLIGHTS

Grants Management Specialist Wendy Jones provided highlights on TCDD funded Health and Fitness projects. She discussed current projects of Any Baby Can, Epilepsy Foundation of Texas, and the Texas Statewide Independent Living Council. These projects demonstrate how appropriate supports may help people with developmental disabilities participate in nutrition and exercise programs to achieve fitness goals.

8. OTHER UPDATES

Mary Faithfull of Disability Rights Texas provided information on the National Disability Rights Network conference to be held in San Antonio June 2-6, 2013.

Chair Durham discussed Council committee membership and noted that Stephen Gersuk has requested to join the Public Policy Committee. However, that committee currently has more members than the Project Development Committee and she therefore asked if any member would be willing to move to the Project Development Committee. Rick Tisch volunteered to transfer.

ADJOURN

Council Chair Durham adjourned the Committee of the Whole at 12:46 PM.

Roger A. Webb
Secretary to the Council

Date