

**EXECUTIVE COMMITTEE MEETING
DRAFT MINUTES
OCTOBER 23, 2013**

COMMITTEE MEMBERS PRESENT

Mary Durham, Council Chair	Kristen Cox	Diana Kern
Gladys Cortez	Andrew Crim	

COUNCIL MEMBERS PRESENT

John Morris

STAFF PRESENT

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

GUESTS PRESENT

Erick Fajardo, Sunset Advisory Commission

CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, October 23, 2013, in the Guadalupe/Barton Creek Rooms at the Wyndham Garden Hotel, 3401 IH 35 South, Austin, TX 78741. Council Chair Mary Durham called the meeting to order at 3:00 PM.

1. INTRODUCTIONS

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered to the Committee.

3. CONSIDERATION OF MINUTES

The minutes were reviewed and corrections were offered to the spelling of Chair Durham's name in two places and to an error of transposed numbers at the bottom of page 1.

MOTION: To approve the minutes of the August 8, 2013, Executive Committee meeting with the corrections as noted.

MADE BY: Gladys Cortez

SECOND: Kristen Cox

The motion **passed** unanimously.

4. CHAIR'S REPORT

Executive Director Roger Webb discussed TCDD support of proposed Person-Centered Thinking Training. TCDD has participated in discussions with the Texas Department of Aging and Disability Services (DADS) and the DD Network Partners (Disability Rights Texas, Texas Center for Disability

Studies, and the Center on Disability and Development at Texas A&M) about assistance that might be provided to DADS in the effort to transition individuals from Austin State Supported Living Center (SSLC) to community living situations. DADS is now interested in training for some SSLC staff and some Central Office staff to become certified trainers in Person-Centered Thinking practices. Per Council policies that allow the Council Chair to act on behalf of the Council for time-sensitive matters, Chair Durham, in consultation with Vice-Chair Andrew Crim, approved up to \$30,000 of TCDD funds over two years as part of the funding for this training. Additional information was provided about DADS and CDS funding for this initiative, the background of this PCT training, training requirements, and a description of staff that will be trained. The Committee concurred with Chair Durham's decision to approve funding for this training project.

Durheim and Webb reviewed absences of members for this meeting including Mateo Delgado, Cindy Johnston, Dana Perry, Lora Taylor, Amy Sharp (Thursday only), Stephen Gersuk (Friday only), Susan Vardell (Friday only), Scott McAvoy (Friday only), and Mary Durham (Friday only). Webb reminded members that this will be Joe Rivas's last Council meeting following his resignation. Durham noted that she has spoken with Gabby Fuentes, Governor's Appointments Office, and does not expect new appointments to the Council until at least spring 2014.

Kristen Cox reported that she recently attended a Medical Transition conference in Houston and is concerned about changes to the standard of health care which may not allow older teens to be treated in children's hospitals and how this conflicts with current practices for medical transition. She suggested this may be something the Council researches and addresses in the future. Gladys Cortez also discussed an idea for a Sibling Leadership Network in Texas.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Roger Webb reported on TCDD staff changes including new employees Peggy Oster who began as the Web Administrator on September 13, 2013, and Erin Lawler who begins as Public Policy Specialist on November 1, 2013. Jeri Barnard, Project Management Assistant, will retire from state service on October 31, 2013, and Sandra Justice is filling that position as a temporary employee during the hiring process.

Webb updated members on the federal budget status noting that Congress has passed a Continuing Resolution to fund programs at FY 2013 levels through January 15, 2014. This is 29% of the fiscal year which equals approximately \$1.4 million for TCDD's partial allotment. Webb also noted that staff and office expenses will be expensed from FY 2013 funds likely through January 1, 2014.

No stipend grants were awarded during the previous quarter. Webb brought the members' attention to the attendance roster which is included with each quarter's meeting materials.

6. GRANT ACTIVITIES REPORT

Webb and Grants Management Director Sonya Hosey reviewed the Grants Activities Reports and discussed follow-up activities concerning the Arc of Texas' misappropriation of funds. TCDD was notified in late June of fraudulent activity within the Arc of Texas Master Pooled Trust and advised that investigations were taking place. TCDD provided grant funding for the trust several years ago at its inception but now only funds other projects with the Arc of Texas. An internal forensic audit was conducted of Arc funds and TCDD was notified October 18, 2013, that no TCDD funds were compromised. It was determined that the fraud took place from dormant accounts managed by the

Trust. TCDD continues to monitor and conduct on-site visits per policy in accordance with the risk assessment of each grant project. TCDD staff consulted with Internal Auditor Jaye Stepp for recommendations on this issue. Ms. Stepp is currently reviewing Arc-Tx information.

Hosey reviewed the Independent Audit Status Report and noted that one project from Texas Tech University was forwarded to Don Mikeska for Desk Review. Mr. Mikeska's contract with TCDD has ended and a new contract for desk reviews of TCDD projects has been secured with Abi-Bankole, P.C.

Hosey further reviewed the Grants Monitoring Exceptions Report and noted that items requested from VSA Arts of Texas and the Texas Department of Assistive and Rehabilitative Services which show as pending on the report are now complete. Information requested from Imagine Enterprises is currently pending as staff obtain match documentation from the project's new financial advisor.

Committee members and staff reviewed the TCDD Risk Matrix for monitoring grant projects and found no concerns. Clarification was provided on what constitutes low or minimal risk.

7. TCDD SUNSET REVIEW UPDATE

Webb and Operations Director Martha Cantu provided an update on activities surrounding the TCDD Sunset Review. Sunset Commission staff members Erick Fajardo and Anne Bradley have been assigned to TCDD and plan to begin their review in May 2014 and may be present at TCDD Committee and Council meetings prior to that time. The TCDD Self-Evaluation Report was submitted to the Sunset Commission in late August prior to the September 1, 2013, deadline. It can be viewed on the Commission's website and is available from TCDD staff.

8. CONSIDERATION OF REVIEW PANEL RECOMMENDATIONS FOR ACCESSIBLE PARKING PROJECT

TCDD Planning Coordinator Joanna Cordry discussed the State Plan goal related to the Accessible Parking Campaign. A Request for Proposals (RFP) was published for up to two projects for up to \$40,000 each to develop proposed awareness activities, with additional funding available to implement approved activities. Three proposals were received and reviewed by four review panel members who unanimously recommended two projects for funding. Those two organizations are in the same geographic location with similar goals and the panel suggested they could work together. Committee members discussed these proposals and agreed that funding would be approved to each separately but collaboration between the organizations would be encouraged.

MOTION: To approve funding of up to \$40,000 to Access Empowerment and up to \$40,000 to Travis County to develop Accessible Parking Campaign proposals for consideration by TCDD, with collaboration between the projects encouraged.

MADE BY: Andy Crim

SECOND: Kristen Cox

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

9. CONSIDERATION OF OUTREACH AND DEVELOPMENT PROJECT PROPOSALS

Cordry next reviewed proposals received from three organizations for Outreach and Development Grants that were reviewed by TCDD staff per Council approved procedures. Members discussed applications from Launch Point CDC, Inc., in Houston, Moody Clinic in Brownsville, and The Arc Del Paso in El Paso. The review of the application from Launch Point CDC, Inc., indicates a lack of clarity in the project's purpose as well as the ethnic background of the organization's leaders and members. Members discussed the application from the Moody Clinic with some concerns about the organization's previous work but noted support for a project in the area that may allow access to regional issues and become a potential learning experience for the Council. The application from The Arc Del Paso was favorable to all.

MOTION: To not approve funding to Launch Point CDC, Inc.

MADE BY: Diana Kern

SECOND: Gladys Cortez

The motion **passed** unanimously.

MOTION: To approve funding of up to \$10,000 for up to 18 months to the Moody Clinic for an Outreach and Development Project.

MADE BY: Andy Crim

SECOND: Diana Kern

The motion **passed** unanimously.

MOTION: To approve funding of up to \$10,000 for up to 18 months to The Arc Del Paso for an Outreach and Development Project.

MADE BY: Diana Kern

SECOND: Andy Crim

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

10. CONSIDERATION OF GRANT AWARDS

TCDD Grants Management staff reviewed Executive Summaries for projects eligible for continuation grant awards. Grants Management Director Hosey reviewed the executive summary for continuation funding for A Circle of Ten for the Increasing Capacity Training Project. This project provides training and assistance for grantees to obtain long-term sustainability. Ms. Hosey discussed the history of the project to this point and noted that 16 of the 17 targeted grantees participated in training during year one of the project but only 7 grantees continued training into the second year. Many grantees are applying for and receiving funding from collaborating organizations. A Circle of Ten plans to work with an additional 5-10 grantees during the third year of the project. Hosey also

reviewed an opportunity for A Circle of Ten to expand efforts during the third year of the project by developing a collaborative Funder's Forum Conference for 75-100 people to find opportunities to sustain programs with various resources. Since the proposed Funder's Forum is a new activity, the Committee was asked to recommend final approval to the Council if favorable about that effort.

MOTION: To approve funding of up to \$25,000 to A Circle of Ten for the third and final year of an Increasing Capacity Training Project.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

The motion **passed** unanimously.

MOTION: To recommend Council approval of funding of up to \$25,000 to A Circle of Ten to coordinate a Funder's Forum.

MADE BY: Mary Durham

SECOND: Diana Kern

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

Grants Specialist Wendy Jones reviewed the Executive Summary for continuation funding of the Department of Assistive and Rehabilitative Services (DARS) Project HIRE. This project provides a model for inclusive higher education for students with severe disabilities. The project has established contracts between DARS, South Texas College, and the University of Texas-Pan American to provide services for students which include evaluations, assistive technology, ongoing support, training and business mentoring. Currently, 27 students are enrolled in the program with the first expected graduates in 2014 and 10 additional students are expected for the next group. The project has received considerable positive publicity.

MOTION: To approve funding of up to \$225,000 to the Texas Department of Assistive and Rehabilitative Services for the third year of the Project HIRE higher education project.

MADE BY: Mary Durham

SECOND: Andy Crim

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

Ms. Jones next reviewed the Executive Summary for continuation funding of the Texas Tech University Project CASE higher education grant. In collaboration with the Burkhart Center, South Plains College and other agencies, Texas Tech University is recruiting, training and securing meaningful employment for students with developmental disabilities. 23 participants have enrolled, two graduated and one transferred to another college. The rest are expected to graduate between 2014 - 2017. Ten additional students will be selected in the third year.

MOTION: To approve funding of up to \$220,089 to Texas Tech University for the third year of a five-year Project CASE higher education project.

MADE BY: Andy Crim

SECOND: Gladys Cortez

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

Jones next reviewed the Executive Summary for continuation funding of the Texas Statewide Independent Living Council (TX SILC) Leadership Development and Advocacy Skills Training project. The project provides a comprehensive statewide conference for networking, information sharing and advocacy training. The “Connected to Independent Living” conference was held March 3-5, 2013, and another conference is planned for 2014.

MOTION: To approve funding of up to \$75,000 to the Texas Statewide Independent Living Council for the third and final year of a statewide Leadership Development and Advocacy Skills Training project.

MADE BY: Diana Kern

SECOND: Andy Crim

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

Executive Director Webb and Grants Management Specialist Susan Mihalik reviewed the Executive Summary from the West Central Texas Regional Foundation for the Inclusive Faith-Based Communities Symposium project. Staff acknowledged that there are differing opinions about the continuation of the project. Mihalik noted the first symposium on April 13, 2012, was not successful in part due to a lack of marketing. She reviewed the action plan that has been developed for this project. Steps to improve the next symposium planned for April 2014 include a self-evaluation survey distributed to representatives of faith-based organizations, hosting of several smaller events, and an information session for community members and leaders of faith-based organizations. A new project coordinator has been hired as well.

MOTION: To approve funding of up to \$75,000 to the West Central Regional Foundation for the third and final year of an Inclusive Faith-Based Communities Symposium project.

MADE BY: Andy Crim

SECOND: Diana Kern

The motion **passed** with no abstentions and one member opposed. (Attachment 7)

Jones reviewed the Executive Summary from Texas Tech University for Phase 2 funding of the Building Community Capacity through Collaboration project. With Phase 1 funding, the grantee

developed a strategic plan based on community needs to build the capacity of a community to provide health-care services, behavior supports, respite care and other supports needed to avoid the need for institutional placement for individuals with developmental disabilities. A strategic plan has been developed to encourage higher expectations for people with developmental disabilities to live, work, and play in more inclusive communities and the grantee is seeking Phase 2 funding to implement that plan. First year goals include identification of current supports and services in addition to identification of individuals with developmental disabilities to assess their needs. Staff expressed some concerns about the lack of stakeholder involvement in the development of the strategic plan but agreed that heightened grants monitoring during the implementation phase would hopefully address any issues.

MOTION: To approve funding of up to \$150,000 to Texas Tech University for the first of a five-year Building Community Capacity through Collaboration project, with increased oversight by TCDD staff.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

The motion **passed** unanimously. (Attachment 8)

11. TCDD QUARTERLY FINANCIAL REPORT

TCDD Operations Director Martha Cantu reviewed the quarterly financial report with members. Ms. Cantu presented the summary of funds for Fiscal Years 2011 – 2014. She noted that although a small negative balance shows for FY 2013 and a large negative balance shows for FY 2014, there will be a balance of unspent project funds to cover the deficit for FY 2013 and savings in operating expenses and unexpended funds from other projects will cover the deficit for FY 2014. Cantu also noted that the Administrative and Expense Budget Summary only includes expenses incurred at the time of the report. One additional month of salaries and other expenses have occurred since that time. Members did not have concerns regarding the financial reports.

12. CONFLICT OF INTEREST DISCLOSURES

Committee members reviewed updated conflict of interest disclosure information for council members and staff. No concerns were noted.

13. OTHER DISCUSSION ITEMS

The Committee reviewed the schedule of the meetings and discussed future meeting dates and locations. Cordry discussed a current survey conducted by Disability Rights Texas to determine the needs and issues that are most important to people with disabilities.

ADJOURN

Chair Durham adjourned the Executive Committee at 6:19 PM.

Roger A. Webb
Secretary to the Council

Date

