

Executive Committee Meeting Minutes

Tab 1

Background:

Minutes of the May 7, 2014, Executive Committee meeting are included for your review.

Executive Committee

Agenda Item 3.

Expected Action:

The Committee will review, revise as appropriate, and approve.

**EXECUTIVE COMMITTEE MEETING
DRAFT MINUTES
May 7, 2014**

COMMITTEE MEMBERS PRESENT

| | | |
|----------------------------|---------------|-------------|
| Mary Durham, Council Chair | Gladys Cortez | Kristen Cox |
| Diana Kern | | |

COMMITTEE MEMBERS ABSENT

Andrew Crim

COUNCIL MEMBER PRESENT

John Morris

STAFF PRESENT

| | | |
|--------------------------------|---------------|-------------|
| Roger Webb, Executive Director | Sonya Hosey | Koren Vogel |
| Martha Cantu | Wendy Jones | |
| Joanna Cordry | Susan Mihalik | |

GUESTS PRESENT

| | | |
|--------------------|-------------|--------------|
| Carrie Holley-Hunt | Andrea Lynn | Thelma Scott |
| Marcia Kushner | Gary Lynn | |

CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, May 7, 2014, in Cherry/Cedar Room at the Holiday Inn Austin Midtown Hotel, 6000 Middle Fiskville Rd, Austin, TX 78752. Council Chair Mary Durham called the meeting to order at 3:00 PM.

1. INTRODUCTIONS

Committee members, staff and guests were introduced.

2. CONSIDERATION OF MINUTES

The minutes were reviewed and no revisions were offered.

MOTION: To approve the minutes of the April 4, 2014, Executive Committee meeting as presented.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

The motion **passed** unanimously.

3. CHAIR'S REPORT

Chair Durham reviewed the Council member absences for the meeting which include Andy Crim, Rick Tisch, Susan Vardell, Cindy Johnston and Manda Hall (DSHS). Jeff Kaufmann (DADS) will be absent on Thursday morning only.

Durheim reported that travelers for the NACDD Conference and AIDD Technical Assistance Institute have been selected and include Chair Durheim, Vice-Chair Andy Crim, Hunter Adkins, Executive Director Roger Webb, Public Policy Director Jessica Ramos and Grants Management Specialist Susan Mihalik.

Durheim noted that the annual appraisal for Roger Webb was completed following input from Committee members at the April meeting and acknowledged that Webb has been with the Council for 30 years.

4. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb reviewed stipends grants that were approved during the past quarter for the following organizations:

- Texas Parent to Parent: Events Stipend was awarded for up to \$6,000 for the 10th Annual Texas Parent to Parent Conference on June 12-14, 2014, in San Marcos
- American Association on Intellectual and Developmental Disabilities – Texas Chapter: Events Stipend was awarded for up to \$6,000 for the 39th Annual AIDD-TX Convention on July 22-25, 2014, in San Antonio

Kristen Cox noted that her son Kyle Cox was asked to present at the Parent to Parent Conference and questioned if there was a conflict of interest. It was noted that he is speaking on his own experiences and not related to the Council. Webb noted that it was good to be aware of the situation but a conflict did not exist.

Webb discussed the schedule for Sunset Commission review of TCDD. Sunset Commission staff expect to begin in early June 2014 with meetings with TCDD staff. A Sunset Staff report will be completed following these meetings and presented to the Commission in the fall with public hearings on the agency at that time.

Webb further discussed recent conversations with Gabby Fuentes of the Governor's office on Council member appointments. Fuentes noted that with decreased staff at the Governor's office, she has been unable to recommend appointments but is reviewing applications.

Webb provided updates on TCDD staff to include the retirement of Public Information Specialist Lucy Walker on May 2, 2014. He also noted that Public Policy Director Jessica Ramos is currently interviewing applicants for the Communications Coordinator position. Key duties from Walker's position have been integrated into the Coordinator position to allow staff to evaluate if both positions are needed.

Operations Director Martha Cantu provided a summary of the results from the recent Survey of Employee Engagement. She noted that 15 of 16 staff members completed the survey and scores were determined to be "average" with other agencies of similar size. The three weak areas were related to pay, internal communications, and diversity. Strengths include management and ethics. Staff are discussing possible follow-up to address some of the concerns.

The Texas Department of State Health Services has designated Ivy Goldstein as the new alternate representative for that agency to replace Kathy Griffis-Bailey who changed positions within the agency.

The Employment First Task Force has been established and Webb has agreed to Chair. The first meeting was held in April and monthly meetings will be held.

TCDD staff plan to phase grant application and reporting processes to the DD Suite software platform in the coming months. New Request for Proposals will be issued through Suite, and current grant reporting will migrate to Suite during the next two years.

5. PUBLIC COMMENTS

Public comments were delayed until this point in the meeting when guests were available to provide comments. Comments were provided by Thelma Scott who spoke on an upcoming event for disability awareness and by Gary and Andrea Lynn who provide information about the Gary J Lynn Foundation.

6. GRANT AND PROJECTS REPORT

Grants Management Director Sonya Hosey discussed challenges contacting new Outreach and Development project grantee Nuevos Horizontes. Hosey now expects negotiations for this project to be completed soon. Hosey also reported that requests for reductions in match funds were approved for Abundant Rain (Outreach and Development project) and Texas SILC (Health and Fitness project). Both organizations will still provide more than the minimum required match.

Hosey presented the Independent Audit Status report that indicates no concerns with from desk reviews of grantees' audits during the previous quarter. Hosey also reviewed the Grants Monitoring Exceptions Report that shows two projects with documentation "pending" following the on-site reviews. No concerns were noted with these projects.

Hosey reviewed the Risk Assessment report in the format reviewed at the April Committee meeting. No concerns were noted with this report.

7. REVIEW PANEL RECOMMENDATIONS – IDD PUBLIC POLICY FELLOWSHIPS

Planning Coordinator Joanna Cordry reviewed the intent of the IDD Public Policy Fellowships Request for Proposals. The Independent Review Panel reviewed seven proposals and recommended two to be funded. The Coalition of Texans with Disabilities proposal was considered a very strong proposal with collaborative efforts from the Hogg Foundation as well as the Center for Public Policy Priorities and other organizations. The second recommended proposal was from the Arc of Texas and features the fellows working with self-advocates to develop an advocacy tool kit. The Arc expressed an interest in finding a bilingual fellow if possible.

MOTION: To approve funding of up to \$67,500 each to Coalition of Texans with Disabilities and Arc of Texas for the first year of IDD Policy Fellows programs.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

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

8. CONSIDERATION OF OUTREACH AND DEVELOPMENT PROJECT PROPOSALS

Cordry reviewed the purpose of Outreach and Development projects and discussed two proposals that were reviewed since the April meeting. She noted that staff coordinated with Special Kids, Inc., to clarify the application because it did not indicate a specific minority group to serve but a variety of groups. TCDD staff discovered that although the organization's staff members were predominantly African-American, they stated that they served Hispanic individuals with family members providing language interpretation. Staff also did not feel the application showed cultural competence in its services. Committee members discussed the history of the organization and felt the application did not meet the intent of the RFP.

MOTION: To NOT approve funding to Special Kids, Inc. (SKI) for the Outreach and Development project application.

MADE BY: Kristen Cox

SECOND: Diana Kern

The motion **passed** unanimously.

Cordry next discussed the application from Growing Roots and noted that this organization also indicated services for a variety of ethnic groups but upon clarification it was determined that 75% of the board members were of Hispanic origin and 75% of families who receive services are Hispanic. Training is provided primarily in English and Spanish or solely in Spanish. Training would be given to providers to provide culturally competent services. Members felt that although it is a newer organization there are good partners.

MOTION: To approve funding of up to \$10,000 to Growing Roots for Outreach and Development project.

MADE BY: Diana Kern

SECOND: Gladys Cortez

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

9. CONTINUATION GRANT AWARDS

Grants Management Director Sonya Hosey introduced three projects eligible for continuation grant funding. Grants Management Specialist Wendy Jones provided a summary of the Health and Fitness project from the Epilepsy Foundation of Texas. The project provides a 12-week individualized health and wellness program for participants to implement at home. There have

been 288 participants in the first two years from Houston, San Antonio, Austin, Dallas and Plano. Plans for the third year are to reach an additional 250 participants and to expand to younger participants and partner with school systems. 90% of participants report increase in quality of life, 94% report loss of inches and 93% report improvement in sit/stand tests. Jones reports no concerns or issues with this project and staff recommend continued funding. She added that the project hopes to expand to site-based activities.

MOTION: To approve up to \$250,000 to the Epilepsy Foundation of Texas for the third of a five year Health and Fitness project.

MADE BY: Gladys Cortez

SECOND: Kristen Cox

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

Grants Management Specialist Susan Mihalik provided the summary of Imagine Enterprises Self-Advocates as Speakers project. Project SPEAK (Sharing Personal Experiences and Knowledge) trains self-advocates to deliver presentations. The project has conducted 3-day initial and 1-day follow-up trainings at three sites during the first year with five participants per site and plans to add three additional sites for the second year. Goals for the second year include presentations by each participant on a local level and at least two presentations at state conferences. Current sites include Family to Family, Texas Advocates and Dickinson Independent School Districts. It was noted that although Dickinson ISD was not initially included, it was a productive site and plans include outreach to other school districts. Mihalik reports no concerns and staff recommend continued funding.

MOTION: To approve funding of up to \$125,000 to Imagine Enterprises for the second of a four year Self-Advocates as Speakers project.

MADE BY: Diana Kern

SECOND: Gladys Cortez

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

Ms. Jones presented a summary of the Region 17 Education Service Center Family Involvement in Schools project. Jones noted that during the first year of the project, training was provided in four school districts (Slaton, Roosevelt, Wilson and Southland) with topics selected from a needs assessment. Participants also attended statewide conferences and other parent activities. Second year goals include additional trainings and expansion into additional sites. Jones reports no concerns or compliance issues with the grantee and staff recommend continued funding.

MOTION: To approve funding of up to \$300,000 to Region 17 Education Service Center for the second year of a five year Families Involvement in Schools project.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

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

10. TCDD QUARTERLY FINANCIAL REPORT

Operations Director Cantu reviewed the Quarterly Financial Report. She first discussed the summary of funds by fiscal year and noted that \$2,129 lapsed without the opportunity for re-obligation from Fiscal Year 2012 funds. The remaining balance of \$31,350 of FY 2013 funds will be obligated to use during FY 2014. The final federal Notice of Grant Award for FY 2014 was received in March in the amount of \$4,804,064. Taking into consideration current and planned grant projects, staff project an estimated balance of \$109,159 that can be obligated during FY 2015. Estimates for FY 2015 shows a projected deficit, however, Cantu expects to have some remaining funds from operating expenses and some grants will not use all funds “assumed” for their projects which should offset that deficit.

Cantu next discussed the Operating Expense budget for FY 2013 and FY 2014. She noted a variance in staff benefits that resulted in changes in employee retirement funding approved by the last Legislature, and a variance in professional services due to extension of a temporary employee at TCDD during a staffing vacancy. These variances are not expected to cause an overall deficit by the end of the fiscal year.

Cantu further reviewed the Grants and Contracts Awards report for each fiscal year and noted that any remaining FY 2012 and FY 2013 balances have been obligated the end of the 2nd year.

11. SUCCESSION PLANNING PROCEDURES DISCUSSION

Webb provided background information on recent discussion for succession planning for the Executive Director position. He noted that other Councils have found the process to take a longer than expected amount of time to fill vacant positions and current TCDD procedures might require at least 10 months. Members have expressed an interest in doing advance work such as updating the position description to minimize the amount of time in the event of a vacancy. Members suggested reviewing and updating the position description at an interim meeting. Another suggestion was made for TCDD staff to conduct a quarterly Council meeting with minimal input from Webb as a “trial run” to prepare for any future position vacancy. Members also discussed how the Executive Director position has evolved around Webb’s knowledge, skills and abilities. Staff will explore options for an additional Executive Committee meeting to focus on the position description review.

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 UPDATES

Member discussed future Council and Committee meeting dates.

ADJOURN

Chair Durham adjourned the Executive Committee at 5:20 PM.

Roger A. Webb
Secretary to the Council

Date

Attachment 1



TEXAS COUNCIL *for*
DEVELOPMENTAL
DISABILITIES

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Mary Durham, Chair
Andrew Crim, Vice Chair
Roger A. Webb, Executive Director

TO: TCDD Executive Committee
FROM: Joanna Cordry, Planning Coordinator
SUBJECT: Summary of Review Panel Recommendations
DATE: April 25, 2014

TCDD staff convened an independent panel to review seven proposals submitted in response to TCDD's Developmental Disabilities Policy Fellows Request for Proposals (RFP) that announced the availability of funds for up to two projects to hire and support Developmental Disabilities Policy Fellows. The primary goal of the activity is to increase the capacity of individuals and organizations in Texas to engage effectively in developmental disability policy advocacy and to increase the number of individuals who have the skills, knowledge and experience to work effectively in developmental disabilities policy.

The review panel unanimously recommended the proposal submitted by the Coalition of Texans with Disabilities be considered for funding. The panel ranked the proposal submitted by the Arc of Texas as the second strongest proposal and the proposal submitted by the Mental Health Association of Texas as the third strongest. Reviewers found both of those proposals fundable if the proposers addressed the identified weaknesses. The panel did not feel the remaining proposals warranted funding.

Summaries of the review panel comments are attached.

Review Panel Summary RFP 2014-1 Developmental Disabilities Policy Fellows

Coalition of Texans with Disabilities (CTD)

Located in the Austin Area

Requesting \$67,500 for Year 1

Strengths

The proposal includes a comprehensive description of the organization's structure and experience as well as an outstanding description of the qualifications of the proposed project staff. The Project Director's national reputation and qualifications, including previous experience successfully mentoring Fellows, are definite strengths. The Project Coordinator is also experienced and well-qualified. Staff, Mentor and Board members are people with disabilities.

Collaboration with people with developmental disabilities of diverse backgrounds is very strongly emphasized in this proposal. The proposer's targeted population will include underserved Texans with developmental disabilities. The proposer describes how people with disabilities will be involved in meaningful ways throughout the project. For example, the proposer intends to recruit self-advocates with developmental disabilities and their family members to engage state policy makers. The narrative also specifically states that the Fellow will learn from Self advocates and their families and will do issue research with them as well.

The plan to collaborate with community partners is exceptionally strong. The proposer clearly describes a plan that is inclusive of non-traditional partners, such as conservative policy groups and pharmaceutical companies. That, along with the partnership with the Hogg Foundation at UT Austin, would support this becoming a model that could positively impact a wider group than originally expected.

The proposer describes a plan to conduct issue analysis at the beginning of the project to allow them to select issues related to the upcoming legislative session. The Fellow will also attend various meetings of state advocacy groups, consumer groups, etc., to ensure that the proposed framework is well-suited to become a promising practice. This proposed approach is consistent with the process through which accepted best or promising practices are developed.

Weaknesses

The budget appears to have a number of miscalculations and some inconsistencies.

Additional Note(s)

None.

Review Panel Summary RFP 2014-1 Developmental Disabilities Policy Fellows

The Arc of Texas

Located in the Austin Area

Requesting \$67,500 for Year 1

Strengths

The Fellow will receive training through an outside organization as a part of preparing for his or her role in collaborating with people who have disabilities, family members, governmental agencies, and other community organizations. The Fellow and will focus on the barriers faced by individuals with disabilities, looking at strategies involving governmental policies to improve lives.

The organization's history in serving individuals with disabilities is strong, and the organization has demonstrated experience that should enable them to carry out the proposed activities. The Arc is experienced in executing and implementing TCDD grants. All proposed key staff have the experience to implement the proposed project, and there is supportive and well-credentialed leadership in place. The Arc's plan to seek ways to fund the position beyond one year suggests the organization is fully on board with continuing to advocate for individuals with disabilities and their families.

The plan outlined in the organization's objectives demonstrates the proposer intends to engage individuals and families from different socioeconomic backgrounds.

The proposal describes best practices in training persons with developmental disabilities by using interactive techniques to engage learners.

Weaknesses

The Fellow will also be the Project Coordinator and will participate in a large number of activities. Care should be taken to ensure that the Fellow does not become mired in administrative duties to the detriment of his/her development as a Policy Advocate.

The proposer does not indicate whether (or how) the proposed tool kits will be modified or geared towards unserved or underserved populations with developmental disabilities and their families. Absent activities to ensure that these people from these populations contribute to the development of this project, the toolkits are not likely to engage unserved or underserved populations.

The proposer does not indicate how they plan to work with or engage non-traditional partners in meaningful ways. For example, the proposer states the Policy Fellow will also work to build relationships with non-disability related groups including: hospitals, universities/colleges, public schools, teacher and parent organizations, civic and volunteer organization, faith communities and other relevant organization. However, the proposer does not specifically address how those relationships will be used for the purposes of this project.

Additional Note(s)

None.

Attachment 2



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Mary Durham, Chair
Andrew Crim, Vice Chair
Roger A. Webb, Executive Director

TO: TCDD Executive Committee

FROM: Sonya Hosey, Grants Management Director
Jessica Ramos, Public Policy Director
Joanna Cordry, Planning Coordinator

SUBJECT: Summary of Outreach and Development Proposals

DATE: April 24, 2014

The TCDD staff review panel reviewed 2 Outreach and Development proposals received this quarter.

Background

The Council offers grants of up to \$10,000 each for up to 18 months to groups made up of people who are black or African American, Hispanic/Latino, Asian, or Native American that are working to improve the lives of individuals with disabilities from ethnic minority cultures. TCDD expects these grants to be an avenue through which TCDD can partner with and learn from individuals who are typically unserved and/or underserved.

TCDD's Goals in Funding These Grants

1. Develop partnerships to increase TCDD's understanding of different values, cultures, and customs that exist in Texas, and how cultural issues may impact how services should be provided; and
2. Support activities that the group has determined will help members of their community who have disabilities to receive support that is culturally appropriate.

Criteria for Evaluation of Proposals

The TCDD staff review panel use the following criteria to evaluate if funding the proposal is consistent with the goals above:

- The group is made up of people who identify with a specific ethnic/cultural minority group who are working to increase access to culturally appropriate supports and services for individuals with disabilities of a similar cultural background.
- Working together will deepen TCDD's understanding of that cultures's values, cultures, and customs.

When proposals meet the criteria noted above, staff will recommend them for consideration for funding. If funded, TCDD grants staff ensure that all activities conducted are allowable under law and TCDD policies. Staff also provide technical assistance to assist the grantee to meet TCDD's expectations. *If proposed activities and budget items are both allowable and reasonable and will result in the intended outcomes, proposals are not expected to meet additional requirements.*

Recommendations:

TCDD staff recommend the Committee review and discuss the application(s) and fund those that best meet TCDD's goals. The complete proposals, 5-9 pages in length, will be available at the Executive Committee meeting.

| | | |
|--------------------------------------|--|--|
| Applicant: | Growing Roots | Length of time in existence: approximately 2 years |
| Group Size: | 6 person Board of Directors; 1 full-time Director; 6 part-time/contract employees; 55 volunteers | Geographic Location: Travis and Williamson Counties |
| Amount Requested: | \$9,110 | Meeting Frequency: Programs meet weekly or monthly; the Board of Directors meets monthly; staff meet weekly |
| Ethnic/Cultural Group Served: | Black, Asian, Hispanic/Latino, Native American | |
| Organization Mission: | To empower underserved Spanish and English-speaking parents of children with special needs through hands-on classes, resources and support. | |
| Planned Activities: | Collaborate with Parent Facilitators to provide training in English and Spanish to disability service providers to make their services more culturally appropriate and to improve the quality of service delivery, communication, and carryover of goals to improve outcomes for people with disabilities. | |
| TCDD Staff Comments | <p>In their application, Growing Roots states they serve families who are Black, Asian, Hispanic/Latino, and Native American. However, 75% of the families they serve are Hispanic (personal communication); their Founder and President is Hispanic and Bilingual (English/Spanish); and the majority of their Board members are Hispanic and/or have significant experience providing support and assistance to Hispanic families. The training they have developed includes a piece entitled, "Working with Spanish-speaking Immigrant Families."</p> <p>TCDD staff is very impressed with the range of programs and services offered by Growing Roots since the inception of the organization (e.g., case management, monthly support groups, and training). Growing Roots provides services to over 85% of families living under the federal poverty level and 90% of parents served through this program are mothers which are primary caregivers for their child with intellectual and developmental disabilities. They partner with multiple organizations including Dell Children's Medical Center, Easter Seals of Central Texas, People's Community Clinic and ISDs.</p> <p>In developing the training they intend to provide through this grant, the organization collected feedback from parents regarding their experiences with their child's school, medical and therapy providers and of 50 local disability service providers. Through this project, Growing Roots staff and Parent Facilitators would extend their work by providing continuing education to service providers on how to provide culturally competent services. They would use lessons learned to meet an already measured need; TCDD staff believe that the survey results and the outcomes of the training would be valuable information for TCDD to have and would further our understanding of the needs and preferences of Hispanic families living in Austin and surrounding areas.</p> <p>If approved, grants staff recommend authorizing up to \$10,000 should we determine other expenses that are necessary for a successful project.</p> | |

Attachment 3

**Texas Council for Developmental Disabilities`
Executive Committee**

Date: 5/7/14

Review of Proposed Activities & Budget

ITEM: A

Grantee: Epilepsy Foundation of Texas (EFTX)

Year: 3 of 5

Project Title: Health & Fitness – Get FIT (Fitness, Integration, Training) Texas

Project Location: Statewide rural communities

Website: <https://www.getfittexas.org>

TCDD RFP Intent:

The RFP intent is to demonstrate how appropriate supports may help people with developmental disabilities to participate in exercise and nutrition programs. Grantees are expected to demonstrate how to: 1) Provide *individualized*, inclusive recreational fitness programs to people with developmental disabilities to assist them to reach their goals in fitness, recreation, and overall wellness and 2) Provide training and/or technical assistance to enable service clubs and volunteer organizations to, if necessary, alter their culture and activities to support full and equal participation by people with developmental disabilities in a way that will promote participation in recreational programs based on interest and wellness goals.

Authorized Funding: TCDD has approved up to \$250,000 per year for up to five years project.

Expected Results: At least 2 sustainable programs will be created or modified to provide individualized community health and fitness programs/opportunities for people with developmental disabilities. Data will be collected on each project’s impact for at least 30 people per site.

Project Goals and Accomplishments for Years 1-2:

Goal 1: Implement a health and wellness curriculum and fitness program for individuals with developmental disabilities (DD) and epilepsy, as well as their caregivers.

Goal 2: The project will focus on the rural Texas communities of at least four geographic locations and include a minimum of 170 participants.

Accomplishments per goal:

A comprehensive, 12-week health and wellness program was created to improve the physical fitness, nutrition and healthy lifestyles of adults with DD and epilepsy and their caregivers. First year total enrollment was 88, which was expanded to 200 by the end of the second year. The development of an individualized Get FIT plan of action with “at home activities” was created and applied. The program served rural areas surrounding major cities including Austin, Dallas, Plano, Houston, and San Antonio.

Proposed Goals and Objectives for Year 3:

Goal: Same as above.

Objectives: 1) Expand service demographic to individuals aged 10 years and older; 2) Serve a minimum of 250 individuals in Year 3; 3) Develop a Get FIT program that will work well for school programs; 4) Expand the project service area to rural communities in West Texas (Lubbock).

Council Considerations: Public Policy Considerations: Get FIT states a public policy goal to bring individuals with developmental disabilities to the table in developing and promoting opportunities in physical activity and health resources. By the end of the 2nd year 90% of Get FIT participants lost inches and increased endurance. Being physically fit impacts public policy by lessening the onset of conditions such as diabetes and reducing the demand on publicly funded health care and long term services and supports.

Grant Management Considerations: No concerns; extensive risk monitoring (amount, award-within-award).

Staff Recommendation: TCDD staff recommends Council to consider continued funding for this project.

| Continuation Budget Detail Summary | | | |
|---|---------------------|-------------------|---------------------|
| | Federal | Match | Totals |
| Expended Year 1 (Consultant: \$35,000) | \$249,538/\$249,538 | \$80,848/\$81,869 | \$330,386/\$331,407 |
| Expended Year 2 (8 months)(Consultant: \$59,375) | \$249,750/\$129,319 | \$83,624/\$63,285 | \$333,375/\$192,604 |
| Amount requested for Year 2 budget: | | | |
| I. Personnel services | 165,347 | 66,697 | \$232,044 |
| II. Travel | 7,392 | 0 | 7,392 |
| III. Purchased services (\$62,000 consultants) | 64,000 | 5,556 | 69,556 |
| IV. Property/Materials | 13,261 | 1,500 | 14,761 |
| V. Rental/Leasing | 0 | 11,251 | 11,251 |
| VI. Utilities | 0 | 0 | 0 |
| VII. Other (Indirect Costs) | 0 | 0 | 0 |
| Budget period totals | \$250,000 | \$85,004 | \$335,004 |

Attachment 4

**Texas Council for Developmental Disabilities`
Executive Committee**

Date: 5/7/14

Review of Proposed Activities & Budget

ITEM: B

Grantee: Imagine Enterprises
Project Title: Self-Advocates as Speakers
Project Location: Statewide

Year: 2 of 4

Website: www.imagineenterprises.org

TCDD RFP Intent: To develop a project that will support and promote a diverse pool of self-advocates who can present or serve as facilitators or mentors at in-state conferences or training events.

Authorized Funding: TCDD has approved up to \$125,000 per year for up to four years.

Expected Results: There will be an increase in the number of organizations that include self-advocates as speakers, facilitators, and mentors in conferences or trainings.

Project Goals and Accomplishments for Year 1:

Goal: Project Sharing Personal Experiences and Knowledge (SPEAK) will recruit, train and support at least 50 self-advocates from diverse backgrounds to deliver presentations in local and state venues where their message will have an impact.

Accomplishments per goal: Project SPEAK coordinated efforts with 3 organizations that will serve as training sites for participants; Created an info sheet and application for prospective participants; Distributed these materials to the various sites for recruitment of participants; A selection process for candidates was developed for local site use; Developed a curriculum that is used to conduct both a 3-day and 1-day follow up training; The project consultant and peer mentor play key roles in providing the trainings; 15 SPEAKers were recruited and trainings began in February, 2014; Self-Evaluations are provided to SPEAKers during the trainings in order to encourage reflection and the desire to improve; Evaluations will also be collected and used to assess the effectiveness of the trainings.

Proposed Goals and Objectives for Year 2:

Goal: Same as above

Objectives: Implement the infrastructure plan for the Project SPEAK, including modifications of the curriculum for self-advocates, needed supports for project outcomes and sustainability; Develop and implement marketing strategies to: (a) promote Project SPEAK, (b) recruit candidates from self-advocate and advocacy groups, service providers, schools, or other organizations and agencies (c) promote self-advocates as speakers for conferences, and (d) position the project for sustainability; Develop three new Project SPEAK team sites to recruit five participants per site (15 new participants total per year), to train and sustain as speakers, facilitators or mentors by May 31, 2015; Coordinate each Project SPEAK team site to prepare and deliver a minimum of one presentation per member at in the local area and at least two state conferences by May 31, 2015.

Staff Recommendations:

Public Policy Considerations: Project Speak is supporting people to speak about how they choose to live their lives. Those trained will be able to provide living examples of self determination and leadership. These skills would be valuable to include in future self advocacy curricula to be used in the broader system of supports for persons with DD. Such training might be particularly important for persons who choose to participate on statewide boards, committees and councils. Persons with training in public speaking also might be ideal candidates to be invited to participate on statewide boards, committees and councils.

Grant Management Considerations: No concerns; considerable risk monitoring (awards within awards; award amount) **Staff Recommendations:** TCDD staff recommends Council to consider continued funding for this project.

| Continuation Budget Detail Summary | | | |
|--|--------------------|------------------|--------------------|
| | Federal | Match | Totals |
| Expended Year 1 (8 months) (Consultant: \$25,974) | \$124,999/\$57,489 | \$41,767/\$6,801 | \$166,766/\$64,290 |
| Amount requested for Year 3 budget: | | | |
| I. Personnel Services | 80,846 | 12,653 | 93,499 |
| II. Travel | 5,868 | 1,200 | 7,068 |
| III. Purchased Services (\$24,294 consultants) | 38,250 | 22,120 | 60,370 |
| IV. Property/Materials | 36 | 2,700 | 2,736 |
| V. Rental/Leasing | 0 | 0 | 0 |
| VI. Utilities | 0 | 3,000 | 3,000 |
| VII. Other (Indirect Costs) | 0 | 0 | 0 |
| Budget period totals | \$125,000 | \$41,673 | \$166,673 |

Attachment 5

**Texas Council for Developmental Disabilities`
Executive Committee**

Date: 5/7/2014

Review of Proposed Activities & Budget

ITEM: C

Grantee: Region 17 Education Service Center

Year: 2 of 5

Project Title: Family Involvement in Schools

Project Location: Bailey, Lamb, Hale, Floyd, Motley, Cottle, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Yoakum, Terry, Lynn, Garza, Kent, Gaines, Dawson, Borden **Website:** None

TCDD RFP Intent:

The intent of the Family Involvement in Schools proposal is for one project to recruit, engage, empower and support families of children with special needs attending schools in the Region 17 Educational Service Center (ESC) to become involved with their child's public school.

Authorized Funding: TCDD has approved up to \$300,000 for up to five years.

Expected Results: At least 2,220 parents or other family members (including fictive kin) who have children attending schools in the Region 17 ESC will be actively engaged in schools and other education-focused community collaborative efforts because they receive training and other necessary services to support that involvement.

Project Goals and Accomplishments for Year 1:

Goal: Build collaborations within ESC 17 to demonstrate ways to create measureable improvement in at least 2 identified indicators of educational success for students with developmental disabilities. The percentage of parents with a child receiving special education services who report that schools facilitated parent involvement will increase.

Objectives: 1) Provide training and coaching to support active engagement by at least 1 family member for every 4 students who have developmental disabilities in ESC 17; 2) Increase the number of home and school activities that participating districts provide to families of students with disabilities within the school year; 3) increase the attendance of parents/family members at ARD meetings; 4) increase the attendance of parents/family members at training and events; and 5) increase parents' level of satisfaction with the school environment, communication between parents and school and ARD/IEP participation

Accomplishments per goal:

A total of 4 school districts (Slaton, Roosevelt, Wilson and Southland ISD) were recruited to participate in training and coaching for Cohort 1. Slaton ISD hosted Conscious Discipline book study for parents at 3 out of 4 elementary campuses; ESC 17 supplied the resources. Wilson ISD hosted 2 parent activities, including a BLOCK Fest with 16 parents, 22 children and 5 staff in attendance. The Building Strong Families Conference, a collaboration of multiple community agencies, was held on October 24th, 2013. Parents from Slaton ISD and Roosevelt ISD attended the Inclusion Works Conference.

Proposed Goals and Objectives for Year 2:

Goal: Same as above.

Objectives: 1) Same; 2) Increase the number of home and school activities that participating districts provide to families of students with disabilities within the school year and to increase parents' level of satisfaction with the school environment and with communication between parents and schools; and 3) Increase parent/family members' attendance at trainings and events.

Council Considerations: Public Policy Considerations: Region 17's approach to increasing the attendance of family members of students with disabilities in school activities is to increase the quality of what the districts are already doing. The grantee offered a variety of trainings in Spanish (not just translated), including Spanish language tracks at the Building Strong Families Conference and BLOCKfest activities on campus. The grantee also hosted a "Poverty Simulation" for school personnel which resulted in teachers noting that it gave them insight into the daily lives of families. Families also report higher expectations for their children academically and professionally. Public policy staff will highlight successes and recommend similar approaches throughout Texas.

Grant Management Considerations: No concerns; extensive risk monitoring due to award amount and sub-awards.

Staff Recommendation: TCDD staff recommends continued funding for this project

| Continuation Budget Detail Summary | | | |
|---|---------------------|-------------------|---------------------|
| | Federal | Match | Totals |
| Expended Year 1 (9 months)(Consultant: \$95,500) | \$300,000/\$144,413 | \$33,333/\$24,695 | \$333,333/\$169,108 |
| Amount requested for Year 2 budget: | | | |
| I. Personnel services | 134,808 | 0 | 134,808 |
| II. Travel | 11,150 | 0 | 11,150 |
| III. Purchased services (\$97,912 consultants) | 119,062 | 12,758 | 131,820 |
| IV. Property/Materials | 17,296 | 6,235 | 23,531 |
| V. Rental/Leasing | 17,684 | 0 | 17,684 |
| VI. Utilities | 0 | 0 | 0 |
| VII. Other (Indirect Costs) | 0 | 14,340 | 14,340 |
| Budget period totals | \$300,000 | \$33,333 | \$333,333 |