

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

Minutes of the November 5, 2014, Executive Committee meeting are included for your review.

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

**EXECUTIVE COMMITTEE MEETING  
DRAFT MINUTES  
NOVEMBER 5, 2014**

**COMMITTEE MEMBERS PRESENT**

Mary Durham, Council Chair	Kristen Cox	Andy Crim
Gladys Cortez		

**COMMITTEE MEMBER ABSENT**

Diana Kern

**STAFF PRESENT**

Roger Webb, Executive Director	Sonya Hosey	Fernando Rodriguez
Martha Cantu	Wendy Jones	Joshua Ryf
Joanna Cordry	Jessica Ramos	Koren Vogel
Cynthia Ellison		

**GUESTS PRESENT**

Pam Anderson	Kathy Holdway	Doug Morris
Luis Chew	DeAnn Lechtenberger	Timothy Pylate
Wes Dotson	Harold Liller, OAG	Brad Thompson

**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, November 5, 2014, in Limestone 2 Room at the Marriott Austin South, 4415 South IH-35, Austin, TX 78745. Council Chair Mary Durham called the meeting to order at 2:51 PM.

**1. INTRODUCTIONS**

Committee members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

Chair Durham indicated that the agenda for the meeting would be rearranged to take up the appeals of funding decisions and continuation grant award discussions earlier. Durham asked for public comments to be offered as the Committee discusses those items.

**3. CONSIDERATION OF MINUTES**

Committee members reviewed August meeting minutes and noted a spelling error on page 3.

**MOTION:** To approve the minutes of the August 6, 2014, Executive Committee meeting as revised.

**MADE BY:** Kristen Cox

**SECOND:** Andy Crim

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

Chair Durham reviewed appointments to the Council recently made by Governor Perry. John Thomas of Abilene was appointed to replace Joe Rivas, Ruth Mason of Houston replaces Susan Vardell, Michael Peace of Poteet replaces John Morris, and Brandon Pharris of Beaumont replaces Cindy Johnston. Orientation for new members is planned Thursday, November 6, 2014, before the Committee of the Whole. Andy Crim, Mateo Delgado, Stephen Gersuk and Lora Taylor were all reappointed for second terms. Durham noted that John Morris and former agency representatives Jeff Kaufmann and Kathy Griffis-Bailey will be recognized for their service to the Council during the Committee of the Whole meeting.

**5. PUBLIC COMMENTS**

The Committee received public comments from Luis Chew, Executive Director of Volar Center for Independent Living in El Paso. Mr. Chew expressed his appreciation for the Council's approval of funding 5 of 6 activities in Volar's proposed Phase 2 implementation plan for a Building Community Capacity through Collaboration project but requested reconsideration of funding for the 6<sup>th</sup> activity. Chew explained that the day habilitation program at the Arc del Paso is not a typical day habilitation program. Chew indicated that Volar's philosophy does not support institutional settings and noted that there is not funding for these activities in the El Paso area and they are needed.

Kathy Holdway, Pam Anderson and Timothy Pylate offered public comments on the A Circle of Ten Building Community Capacity through Collaboration project. Holdway described the network of agencies that have conducted community-wide meetings to determine recommended activities for Phase 2 implementation of the project. She reviewed a summary of the project's strategic plan and noted that TCDD staff recommend funding some but not all of the proposed activities. Ms. Anderson also discussed the development of the proposed activities and requested full funding of all activities. She described the need for health care and transportation activities and suggested that these activities meet the requirements of TCDD state plan goals and objectives. Mr. Pylate, Arc of the Gulf Coast, noted his appreciation for the financial support of the project and spoke to the needs for respite and behavioral supports in his community. Pylate also indicated that TCDD financial support of the proposed health care activities is greatly needed.

DeAnn Lechtenberger, Wes Dotson, Doug Morris and Brad Thompson provided comments on the Texas Tech University request for year two funding of the West Texas Community Network's (WTCN) Building Community Capacity through Collaboration project. WTCN is a partnership between Texas Tech Burkhart Center, High Point Village and the HALI Project. Dr. Lechtenberger provided comments in response to the TCDD Executive Summary that does not recommend funding year two of Phase 2 implementation activities. She felt there was a miscommunication between project staff and TCDD grants staff and that the goals of the project are being met. Lechtenberger requested full funding of the project. Dr. Dotson spoke about the purpose and goals of the Burkhart Center and indicated that the Building Community Capacity through Collaboration project provides a foundation for services provided at the Center. He added that the activities established by the project will be sustainable after project completion and will greatly improve the quality of life for people with autism. Mr. Morris expressed his appreciation for the project and also spoke to the sustainability of community supports. He described the collaborative efforts of health care professionals in the community and noted the great impact

of comprehensive care for individuals. Mr. Thompson commented about previous TCDD funding for leadership development and advocacy skills training that established the HALI Project and is still impacting the community. The HALI project is now collaborating with the Burkhart Center to improve the lives of people with disabilities. Thompson noted that there are still barriers to community living for many individuals and asked for continued support of this project to help eliminate those barriers.

**6. APPEAL OF FINDING DECISIONS**

Chair Durham noted that two organizations appealed decisions made at the August 2014 meeting to not approve funding for proposed projects. Appeals were received from Travis County for the decision to not approve funding for the proposed Accessible Parking Awareness Campaign, and from Volar Center for Independent Living for the decision to not approve funding for one proposed activity of the Phase 2 implementation of the Building Community Capacity through Collaboration project. Executive Director Roger Webb reviewed the TCDD procedure for appeals of funding decisions which looks at whether TCDD procedures were followed in a fair manner. An appeal is not intended as an opportunity to provide new information that could have been provided in the initial proposal since considering that information during an appeal in essence creates a 2-step review of the proposal. To do so would require all applicants to have that same opportunity.

Webb and Grants Management Director Sonya Hosey discussed the Travis County appeal. Travis County did not suggest procedural concerns about the review process but provided additional information about various activities in their proposal. Travis County also suggested that some TCDD expectations were vague, but did not offer specifics, and expressed a concern about insufficient time to present to the review panel. Staff noted that applicants were advised in advance of the time available for their presentations. TCDD staff comments in response to these concerns were reviewed by the Committee.

**MOTION:** To affirm the Executive Committee decision to not approve funding for Travis County’s proposal for an Accessible Parking Awareness Campaign.

**MADE BY:** Andy Crim

**SECOND:** Kristen Cox

The motion **passed** unanimously.

Webb and Hosey next discussed the appeal from Volar Center for Independent Living. TCDD staff noted that data gathered while developing the Council’s current state plan suggests that day habilitation services do not necessarily reduce institutional placement because the individuals receiving those services aren’t specifically at risk of being referred for institutional placement. No concerns regarding the proposal review process were expressed in the appeal. Volar Director Luis Chew expressed the interest of VOLAR to assist individuals from state supported living centers to learn skills for living in the community.

**MOTION:** To affirm the Executive Committee decision to approve up to \$125,000 per year in funding for Phase 2 implementation of the Building Community Capacity through Collaboration to Volar Center for Independent Living for proposed activities, not including funding for day habilitation program activities.

**MADE BY:** Andy Crim

**SECOND:** Gladys Cortez

The motion **passed** unanimously. Committee Members expressed that the decision was based on the information provided in the initial proposal and is not a reflection on Volar's work.

**7. CONTINUATION GRANT AWARDS**

Grants Management Specialist Cynthia Ellison reviewed the executive summary for continuation funding for the Texas A&M University Bridge to Career in Human Services project. The project provides supports for students with severe disabilities to prepare for employment in the health and human services field such as a direct service professional. At the completion of the third year, 38 students have graduated and 25 more are enrolled for the next year. The project should exceed the projected number of students to be trained. TCDD staff have no concerns with the project.

**MOTION:** To approve up to \$225,000 to Texas A&M for the 4<sup>th</sup> year of a 5-year higher education project.

**MADE BY:** Kristen Cox

**SECOND:** Gladys Cortez

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

Grants Management Director Hosey reviewed the purpose of the Building Community Capacity through Collaboration (BC3) projects that are intended to build the capacity of communities to provide services that will decrease the need for individuals with disabilities to be served in an institution, including state supported living centers (SSLCs). Hosey noted that a review guide used by staff to evaluate proposed strategic plans was shared with BC3 grantees so they would be aware of the review process. Hosey indicated that most BC3 implementation plans have been somewhat weak in the analysis of community resources for individuals with complex medical needs. Data indicates that most current SSLC residents have complex medical and/or mental health needs. Community supports that address those needs are considered to be a necessary part of the strategic plan for each BC3 project. Proposals were evaluated to determine if the intense, long-term needs of these individuals are being addressed.

Hosey reviewed the proposal from A Circle of Ten for Phase 2 BC3 implementation activities. This is the second submission of a strategic plan from A Circle of Ten. An initial plan was reviewed by the Committee in April that did not sufficiently address needs-based assessments,

identification of some community services, and clarification of the roles of network partners. The revised plan from A Circle of Ten includes five separate pilot projects focused on adaptive behavior analysis, volunteer respite services, mental health services, access to health coverage, and transportation/workforce with sustainability support training for all five projects. TCDD staff have concerns that parts of the proposal still do not meet the intent of the original RFP. The proposal does not clearly show that activities related to access to health coverage will address the complex medical needs of the individuals at risk for SSLC admission. There is also no evidence to support the transportation/workforce piece will reduce SSLC admissions because lack of employment is not viewed as a contributing factor to SSLC admissions. TCDD staff do not recommend funding those two proposed activities but recommend partial funding of \$100,000 for the remaining three activities.

TCDD staff offered additional information supporting the need for employment options for individuals with developmental disabilities. However, research does not link a lack of employment options to a higher risk of institutionalization. TCDD Public Policy Director Jessica Ramos provided further information about medical needs evaluations conducted by the local authorities prior to SSLC admission. Children at risk for SSLC admission are offered placement in a diversion program and should not be admitted without extenuating circumstances, complex medical needs, or a lack of community options to meet the child's needs. Committee members discussed the reality of access to health services and acknowledged that access to health care may be a need in the community but is not seen as a precipitating factor for SSLC placement except when the medical needs are complex and intensive. It was clarified that Texas Children's Hospital will do outreach to the community at sites such as schools and non-profit agencies to provide assistance for individuals applying for Medicaid and CHIP.

Chair Durham asked for a motion on the project prior to further discussion.

**MOTION:** To support the staff recommendation and award \$100,000 grant funding to A Circle of Ten for Phase 2 Implementation of Building Community Capacity through Collaboration project, including three pilot projects: Adaptive Behavior Analysis Training, Volunteer Respite Care, and Mental Health.

**MADE BY:** Kristen Cox

**SECOND:** Andy Crim

In response to questions about the proposed funding amount, Grants Management Specialist Wendy Jones reviewed the expense items associated with the health care activities and the employment/transportation activities in the proposal. Committee member Crim noted that while health coverage assessments are provided for children at risk for SSLC placement, children with lesser needs who could become at risk in the future also need access to assessments. Crim suggested approving funds for the proposed health care activities. Other members agreed, understanding that much of that activity would be provided by Texas Children's Hospital without cost to the project. After re-evaluating the proposed budget, Jones determined that funding for those four proposed activities was approximately \$114,000. Members further discussed the proposed transportation activities and Hosey clarified that these activities are not allowable under the intent of this RFP. The motion was then restated as modified during discussion.

**MODIFIED MOTION:** To award up to \$114,000 grant funding to A Circle of Ten for Phase 2 Implementation of Building Community Capacity through Collaboration project, including four pilot projects: Adaptive Behavior Analysis Training, Volunteer Respite Care, Mental Health, and Access to Health Care.

**MADE BY:** Kristen Cox

**SECOND:** Andy Crim

Chair Durham and Grants Management Director Hosey discussed the timeline and budget for the project noting that the grantee received \$35,000 during the April meeting for an extension to continue development of the strategic plan. The first grant period of the Phase 2 Implementation will therefore be 8 months and subsequent awards will be reduced by \$35,000 over the remaining four years of the project. The motion **passed** unanimously. (Attachment 2)

Ms. Hosey next reviewed the executive summary for continuation funding to Texas Tech University for the second year of Phase 2 Implementation of their Building Community Capacity through Collaboration project. Texas Tech and the Burkhart Center for Autism Research and Education developed the West Texas Community Network (WTCN) in collaboration with High Point Village and the HALI Project. Hosey reminded members that this project submitted the first BC3 strategic plan in October 2013. At that time members and staff had concerns about that lack of stakeholder involvement and the development of the strategic plan which resulted in increased monitoring during the implementation phase. During the past year, WTCN completed additional needs assessments identifying four issues and activities to respond to those issues. The first issue is that individuals with developmental disabilities cannot find necessary medical supports and specialty services. WTCN proposes quarterly “connect” events for providers to meet with families and disseminate information and WTCN is developing a resource list. The second issue is the belief that local I/DD authorities are unaware of service providers outside of their own network so a liaison should be established to make those connections. The third issue is unemployment of individuals with developmental disabilities with proposed activities such as employer education, job fairs and connection to vocational rehabilitation programs. The fourth issue is that families responded to the needs assessment that the SSLC is not an acceptable housing alternative. Proposed activities include sponsoring learning opportunities about available resources, data collection, advocacy efforts and facilitation of communication between providers to develop long-term care plans for individuals with complex needs.

TCDD staff suggest that activities to expand employment opportunities are not relevant to this RFP since the lack of employment is not shown to be a reason for SSLC or institutional placement. Staff also do not feel that the proposed goals and activities in the strategic plan are measurable. Hosey noted that the grantee provided additional information after the executive summary was completed but outcomes are still not quantifiable. Staff do not recommend continued funding for the project under the workplan as submitted. The Committee reviewed options including full funding of the project, not funding the project, or allowing the grantee additional time to re-submit the plan in February.

**MOTION:** To allow the grantee to re-submit the work-plan.

**MADE BY:** Andy Crim

**SECOND:** Kristen Cox

Members favored allowing Texas Tech to resubmit the workplan and asked if remaining funds on the current budget would support key project staff. TCDD staff indicated that current funding should support current staff without other activities through January. Additional funds would be needed to continue those staff until a final decision during the February meeting.

**MOTION:** To award up to \$10,000 per month after the depletion of current project funds to cover staff salaries but no additional project activities and allow submission of a revised proposed project workplan for review in February.

**MADE BY:** Andy Crim

**SECOND:** Kristen Cox

Committee members agreed that TCDD staff should not be involved in jointly developing the revised workplan with project staff. It was also clarified that employment activities should not be included. The motion **passed** unanimously. (Attachment 3)

**8. CHAIR'S REPORT (continued)**

Chair Durham reviewed the process to establish a Nominating committee during this quarter's meeting. The Nominating committee is comprised of one member from the Project Development Committee, one from the Public Policy Committee and one from the Council. The Nominating committee will bring forward nominations during the February meetings for Council Vice-Chair and Consumer (Self-Advocate) Member-at-large to the Executive Committee. Diana Kern is in her 2<sup>nd</sup> consecutive year as Consumer Member-at-large to the Executive Committee and Andy Crim is in his 2<sup>nd</sup> year as Vice-Chair. Crim is not eligible for another term unless the Council suspends that policy for this election. Durham suggested a possible suspension of the policy to allow the Nominating Committee to consider Crim since some members may have extenuating circumstances that causes them to be hesitant to commit to the extra time, the number of new Council members, challenging times due to TCDD Sunset review, and the fact that Durham is serving in a hold-over capacity with the possibility of her replacement by a new Governor.

Durham also reported on expected absences of Dana Perry, Mateo Delgado, and Diana Kern with Amy Sharp expected to be absent on Thursday only.

**9. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Webb reviewed stipend awards that were approved during the past quarter to the following applicants:

- Centro de Salud Familiar La Fe: Events stipend for up to \$5,980 for the *Our Lives Disabilities Conference & Service Providers Expo* on October 30, 2014, in El Paso.
- NAMI Texas: Events stipend for up to \$6,000 for the *2014 NAMI Texas Annual Conference* on November 7-8, 2014, in Austin.
- National Association for the Dually Diagnosed: Events stipend for up to \$6,000 for the *NADD 31<sup>st</sup> Annual Conference* on November 12-14, 2014, in San Antonio.

Webb provided an update on the Sunset Review of TCDD. The Sunset Staff report was issued in October and recommends continuing TCDD in statute until 2027. Sunset staff also recommend TCDD track the outcomes of grant projects better after grant funding concludes. The TCDD staff response agreed with the recommendations but noted that not all projects are expected to continue at the end of grant funding. The Sunset Commission will hold public hearings on November 12-13, 2014, and will make final decisions on December 10, 2014. Final decisions will then become legislation to be considered by the 84<sup>th</sup> Texas Legislature.

Webb discussed staff activities to provide information for a Strategic Fiscal Review required by the Legislative Budget Board (LBB). TCDD Operations Director Martha Cantu with assistance from other staff reported performance measures for TCDD activities for 2010 – 2014 and expectations for 2015 – 2017. This was a demanding process that required a great number of staff hours. Committee members reviewed information developed by TCDD staff.

Webb introduced Harold Liller who has been appointed as the new liaison to TCDD from the Attorney General's office. Liller replaces George Noelke who recently retired from state service.

**10. GRANT AND PROJECTS REPORT**

Grants Management Director Sonya Hosey reviewed the Independent Audit Status Report and noted that financial reports from the Epilepsy Foundation, Helpful Interventions and Imagine Enterprises did not have any further follow-up from the auditor. Hosey discussed the Grants Monitoring Exceptions Report indicating that items noted for Jewish Family Services, OneStar Foundation, and Region 17 Education Service Center are now complete. No concerns were noted by members for either report. Hosey discussed the Risk Assessment Quarterly Report and noted that the Arc of Greater Tarrant County project will be concluding in February 2015 with a financial review by an independent certified public accountant.

**11. CONSIDERATION OF INDEPENDENT REVIEW PANEL MEMBERS**

Planning Coordinator Joanna Cordry provided a list of individuals qualified to serve on Independent Review Panels to evaluate proposals received in response to TCDD Requests for Proposals. Cordry reviewed a summary of individuals based on age, geographic location, race, ethnicity, and disability status. She noted that biographical information is not available for all of the individuals as it was not initially collected. TCDD staff are currently working to update the information. This list is reviewed with Committee members every 2 years.

**MOTION:** To approve the list of individuals eligible to be review panel members.

**MADE BY:** Gladys Cortez

**SECOND:** Andy Crim

The motion **passed** unanimously.

**12. TCDD QUARTERLY FINANCIAL REPORT**

Operations Director Cantu reviewed a revised quarterly financial report provided as a handout. FY 2013 funds were fully obligated by September 30, 2014, with no expected lapse. TCDD ended FY 2014 with a balance of \$95,000 that is available for grants during FY 2015. Expense estimates are based on level funding for FY 2015 since federal appropriations are not final. TCDD currently projects a balance available for any new projects that may be approved. Cantu also reviewed the FY 2014 administrative expense budget. Employee benefit expenses were higher than budgeted due to retirement benefits for Lucy Walker and professional services expenses were high due to the need for temporary employees. Overall administrative expenses are less than budgeted.

**13. CONFLICT OF INTEREST DISCLOSURES**

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

**14. SUCCESSION PLANNING PROCEDURES**

The Committee discussed TCDD Succession Planning Procedures. Vice Chair Crim reviewed his suggestion for a 2-stage interview process for the Executive Director position. Initial interviews would explore the knowledge, skills and abilities needed for the position. Second interviews would include more personal, open-ended questions to explore the applicant's philosophy, mission and core values. Executive Director Webb reviewed the existing screening and interview process for applicants to TCDD positions. He noted that the proposed process would require some assistance from TEA Human Resources to ensure that it meets state expectation but believes the process can be adapted to Crim's suggestion. The Committee agreed with the suggestion of a 2-stage interview process. AG Liaison Liller agreed that a 2-stage process would be acceptable for this position.

Committee members and staff reviewed draft job functions and knowledge, skills and abilities listed for the position and made technical revisions. Members also discussed options to include Webb in the hiring selection whenever this process occurs.

Webb and Cantu will consult with TEA Human Resources on the suggested interview process and begin developing outreach strategies. These materials can be revised when needed. Committee members discussed allowing initial interviews with out-of-town applicants by phone or Skype but agreed second interviews should be conducted in person. Members asked staff to explore options for TCDD to reimburse travel expenses for out-of-state applicants.

**ADJOURN**

Chair Durham adjourned the Executive Committee at 7:35 PM.

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Roger A. Webb  
Secretary to the Council

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Date

# **Attachment 1**



# **Attachment 2**

# Texas Council for Developmental Disabilities`

## Executive Committee

Date: 11/05/2014

Review of Proposed Activities & Budget

ITEM: B

Grantee: A Circle of Ten, Inc.

Year: 1 of 5

Project Title: Building Community Capacity through Collaboration

Project Location: Gulf Coast: Alvin, Bellaire, Crosby, Galveston, Houston, Huffman, Katy, Liberty, Pasadena, Pearland, Port Bolivar, Seabrook, Spring & Sugarland

Website: none

### TCDD RFP Intent:

To establish and/or strengthen a network of appropriately diverse organizations to develop a strategic plan to build the capacity of that community to provide community-based services that will decrease the need for individuals with developmental disabilities to be served in an institution.

**Authorized Funding:** Up to \$150,000 per year for up to five years.

**Expected Results:** The Expanding Community Collaborative Capacity Opportunities (ECCCO) will strengthen and grow the Gulf Coast Network of 30-50 diverse agencies/individuals collaboratively implementing the Strategic Plan, while increasing agency and community capacity to provide and multiply holistic services to people with disabilities and their families, and decreasing the need for institutionalization.

### Project Goals and Accomplishments for Planning Year:

**Goal:** Develop a strategic plan, based on a community needs assessment, and identify resources necessary to build the capacity of a community to provide: culturally appropriate, person-centered or family-centered healthcare services (including both physical and mental); behavior supports; respite to community members who have developmental disabilities and their families; and other supports identified by the community support network.

#### *Accomplishments per goal:*

Partnerships were established and/or strengthened with several community organizations to address respite, transportation, employment opportunities, behavior support, occupational and physical therapy, family support services and training. A strategic plan was developed and submitted for TCDD review, but staff noted several concerns. At the April 2014 Interim meeting, the Executive Committee granted a Phase I extension to address those issues.

### Proposed Goals and Objectives for Year 1:

**Goal:** Identify supports, services and programs that are in the community and develop a resource list accordingly. Research and partner with local and state stakeholders to determine location of individuals with DD and assess their needs. Implement 5 pilot projects aimed at addressing needs identified by network partners and research. The grantee identified the following issues to address in the implementation phase: behavior supports, respite, mental healthcare, health coverage, and transportation/workforce.

The project will address these issues with 5 pilot projects:

- Adaptive Behavior Analysis Training: ABA training curriculum from the Center for Autism and Developmental Disabilities at the University Houston Clear Lake will be adapted into a training-of-trainers program, which will then be used to train 10 parents who will train other parents.
- Volunteer Respite Care: A respite care training curriculum will be developed in partnership with the Gulf Coast Center MHMR, which will then be used to train 10 parents who will train other parents and develop a network of trained volunteers to offer a respite exchange service.
- Mental Health: NAMI Gulf Coast curriculum will be used to train 10 people on NAMI services and topics such as mental health first aid and suicide prevention. Training will also be offered over 5-8 events for teachers, counselors, and other community members.
- Access to Health Coverage: Texas Children's Hospital will provide orientation and outreach events to make families aware of and know how to sign up for services such as CHIPS, Medicaid, and STAR+.
- Transportation and Workforce: Through partnerships with Quality Education Institute and 1900 Transport Now, the project will recruit and train 10-12 people for jobs in transport-related employment opportunities.
- The project also requests funds to provide 3-day trainings on capacity building, grant-writing and sustainability for each of the partners involved in the above activities.

### Council Considerations:

**Public Policy Considerations:** The grantee proposes to contract with Texas Children's Hospital to provide health coverage awareness. The grantee is encouraged to ensure that TCH collaborates with a local authority and/or an Arc to ensure the full array of services are included.

**Grant Management Considerations:** Grant staff continue to have concerns about an apparent lack of understanding of the intent of this RFP, to reduce admissions to SSLCs, and what research is relevant. It is well-established that complex medical needs are a major contributing cause to SSLC admissions. The grantee indicates there are no gaps in medical

needs identified in their area. Grant staff believes that the proposed access to health care project does not increase capacity for individuals with complex medical needs as required by the RFP. There is no evidence to support that lack of employment is a contributing factor to SSLC admissions. TCDD staff recommends not approving those activities, and reducing the proposed budget accordingly.

Staff also note that if approved for funding, the grantee will be required to monitor each pilot to ensure outcomes, performance measures and evaluations are accomplished as planned. No additional concerns; proposed project is considerable risk monitoring due to award amount and multiple awards-within-award which may impact outcomes. The grantee is relying heavily on the expertise of the sub-awards.

**Staff Recommendation:** TCDD staff recommends partial funding for Phase 2 of this project; some of the proposed activities are not allowable and/or do not meet the intent of the RFP. Expenses budgeted for those activities are approximately \$50,000. Staff recommend partial funding up to \$100,000 for Phase 2 of this project.

If continuation funding is approved, A Circle of 10 requests that awards for years 2-5 be reduced to account for the \$35,000 approved for the extension to allow resubmitting this strategic plan.

<b>Continuation Budget Detail Summary</b>			
	<b>Federal</b>	<b>Match</b>	<b>Totals</b>
<b>Expended Planning Year:</b> (8 months) (Consultant:\$8,860)	\$75,000 / \$75,000	\$32,100/\$32,779	\$107,100/ \$107,779
<b>Expended Extension:</b> (4 months)(Consultant: \$0)	\$35,000 / \$35,000	\$12,239/\$12,533	\$47,239/\$47,533
<b>Amount Requested for Year 1 budget:</b>			
<b>I. Personnel services</b>	80,102	0	80,102
<b>II. Travel</b>	5,263	8,023	13,286
<b>III. Purchased Services</b> (\$20,500 consultants)	45,450	27,422	72,872
<b>IV. Property/Materials</b>	11,385	1,977	13,362
<b>V. Rental/Leasing</b>	6,000	15,000	21,000
<b>VI. Utilities</b>	1,800	0	1,800
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$150,000	\$52,422	\$202,422

# **Attachment 3**

# Texas Council for Developmental Disabilities`

## Executive Committee

Date: 11/05/2014

Review of Proposed Activities & Budget

ITEM: C

Grantee: Texas Tech University

Year: 2 of 5

Project Title: Building Community Capacity through Collaboration

Project Location: West Texas

Website: none

### TCDD RFP Intent:

To establish and/or strengthen a network of appropriately diverse organizations to develop a strategic plan to build the capacity of that community to provide community-based services that will decrease the need for individuals with developmental disabilities to be served in an institution.

**Authorized Funding:** Up to \$150,000 per year for up to five years.

**Expected Results:** The West Texas Community Network (WTCN) is a partnership among the Burkhart Center, High Point Village, and the HALI Project established to increase access to community-based and strength-based supports and services for individuals with developmental disabilities and their families. WTCN developed a strategic plan "to encourage higher expectations for individuals with DD to live, work and play in more inclusive communities that value their contributions and unique gifts."

### Project Goals and Accomplishments for Year 1:

**Goal:** Develop a strategic plan, based on a community needs assessment, and identify resources necessary to build the capacity of a community to provide: culturally appropriate, person-centered or family-centered healthcare services (including both physical and mental); behavior supports; respite to community members who have developmental disabilities and their families; and other supports identified by the community support network. Goals for Year 1 including addressing some areas of the needs assessment and a strategic plan re-write.

#### *Accomplishments per goal:*

Partnerships were established and/or strengthened with several community organizations to address respite, transportation, employment opportunities, behavior support, occupational and physical therapy, family support services and training. A strategic plan was developed and submitted for TCDD consideration. The project was advised to conduct additional needs assessment activities and revise the strategic plan accordingly to address the intent of the RFP.

### Proposed Goals and Objectives for Year 2:

**Goal:** Strengthen the capacity of West Texas and the Panhandle to support individuals with DD and their families by developing a strategic plan to establish a collaborative network of diverse community organizations that best serve this population to help keep them working, playing, and living in our communities and out of institutions.

**Objective:** Develop a strategic plan & identify resources necessary to build the capacity of West Texas to provide culturally appropriate, person-centered or family centered healthcare services (both physical and mental health); behavior supports; respite to community members who have DD and their families; and other supports identified by the community support network.

Issues identified by WTCN from the needs assessment to be addressed by the strategic plan and proposed activities:

1. Individuals with developmental disabilities and their families cannot find the medical supports and specialty services they need in their local communities. In areas where these services and supports exist, families are often unaware of their existence.
    - Quarterly Community Connect events for medical, mental health, and other community service providers to talk to families about services and support needs. (with free dental screenings, etc.)
    - Disseminate information about services at least 2 workshops / trainings hosted by Partners.
    - Identify needs of individuals and families and share information.
    - Develop / update WTCN Resource List
  2. Local Authorities are often unaware of service providers, mental health professionals and medical professionals outside of their own agency who are willing to provide services and supports to individuals with developmental disabilities and their families.
    - Identify liaison with each LA in region to ensure all have latest information about new physicians, supports, services, and programs available.
    - Communicate with LA liaisons to learn of any new resources and add to resource list
  3. Individuals with developmental disabilities are often employable but are unable to find employment or the supports they need to be employed in their local communities.
    - Provide information to employers about the advantages of hiring individuals with DD through workshops and printed materials.
    - Share with DARS new business contacts in our communities developed by the PAC, Project CASE, and the Burkhart Transition Academy to create more employment opportunities.
    - Provide information to help connect families and individuals with DD to appropriate vocational training programs.
    - Co-sponsor job fairs with DARS, Workforce, etc.
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4. Families have noted in their responses to the WTCN Needs Assessment that the State Supported Living Center is an unacceptable alternative housing for their family members with developmental disabilities.
  - Sponsor, host and/or partner with other entities and/or existing conferences/meetings to help individuals and families learn of available resources that will improve their quality of life, provide access to needed medical and behavioral health professionals, and thus reduce institutionalization.
  - Collect data to identify needs of individuals released from SSLC into local communities; share with LA and providers; work with community leaders to help these individuals not have to return to institutional care.
  - Share information and resources for families with providers & document outcomes of individuals transitioned out of SSLCs.
  - Attend hearings / meetings at State Capitol that influence decisions making on items of importance to individuals with DD such as housing and funding.
  - Facilitate communication among providers, medical and mental health professionals (re: complex medical issues) to encourage more referrals among them for a complete plan of care for individuals with DD.

**Council Considerations:**

**Public Policy Considerations:** Public Policy staff does not support the use of B3C funds to expand employment opportunities (Issue 3). Though the network, representing people in the community, has an *interest* in employment, there continues to be no evidence presented to suggest that people are being committed to SSLCs because of lack of employment. The most notable finding from a public policy perspective is that County Jail has a wing dedicated to people with IDD; this is worth exploration.

**Grants Management Considerations:** The workplan outcomes are vague and lack quantifiable outputs and measureable outcomes. It's not evident what will be accomplished as a result of the needs identified and how the project will build capacity to decrease the need for people with DD to be served in institutions. Some of the activities appear logical, but should result in measureable outcomes. Regarding the issues and proposed strategies:

- Complex medical issues are a major cause of admission to SSLCs and nursing facilities. Medical and behavior needs are identified as a number one issue in the needs assessment, but are not thoroughly addressed in the proposed plan in a manner likely to result in a measurable increase in capacity. The proposed activity does not address specialized care, but rather will connect providers "willing" to work with individuals with DD. There is no evidence how the project will address medical complexities and acute health care needs.
- The project has not yet established partnerships/relationships with local authorities. The project notes that local authorities are often unaware of service providers, mental health professionals and medical professional who are willing to "treat" individuals with DD. Local authorities should be well versed in how to link individuals to community services.
- There is no evidence that links a "lack of employment" opportunities with SSLC admissions.
- The project indicates they will collect and identify the needs of individuals released from the SSLC and share with local authorities, group homes and other providers. Local authorities are already responsible to transition individuals with DD returning to their catchment areas and coordinate necessary community supports.
- SSLC admission for eligible individuals should not be considered an "alternative housing option." This issue and the related proposed activities appear to be irrelevant.
- The grantee submitted a second proposal which excludes the employment component. However, that workplan also lacks clear outcomes and does not demonstrate how proposed activities will increase the capacity to provide community-based services that support people with DD to improve and maintain their health and to have access to necessary healthcare, behavior supports, and/or respite.

If funded, this project would require increased grants monitoring due to the award amount and award-within-award.

**Staff Recommendation:** TCDD staff do not recommend funding for this project as submitted. The Executive Committee could consider as an option allowing the project to revise and resubmit a strategic plan and related workplan materials to be considered by the Committee in February. Staff would again recommend no additional funds for that option.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Expended Planning Year:</b> (Consultant:\$8,860)	\$74,996 / \$74,935	\$25,226/\$25,205	\$100,222/\$100,140
<b>Expended Year 1:</b> (Consultant: \$38,000)	\$150,000/\$89,762	\$50,455/\$30,192	\$200,455/\$119,954
<b>Amount requested for Year 1 budget:</b>			
<b>I. Personnel services</b>	85,589	0	85,589
<b>II. Travel</b>	5,185	0	5,185
<b>III. Purchased Services</b> (\$38,000 consultants)	44,614	0	44,614
<b>IV. Property/Materials</b>	976	0	976
<b>V. Rental/Leasing</b>	0	0	0
<b>VI. Utilities</b>	0	0	0
<b>VII. Other (Indirect Costs)</b>	13,636	50,455	64,091
Budget period totals	\$150,000	\$50,455	\$200,455