

Executive Committee Meeting Minutes	Tab 1
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Background:

Minutes of the November 12, 2009, Executive Committee meeting are included for your review.

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

**EXECUTIVE COMMITTEE MEETING
DRAFT MINUTES
NOVEMBER 12, 2009**

Thursday, November 12, 2009

COMMITTEE MEMBERS PRESENT

Brenda Coleman Beattie, Council Chair	Mary Durham Cindy Johnston	Richard Tisch Susan Vardell
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STAFF MEMBERS PRESENT

Roger A. Webb, Executive Director	Cynthia Ellison Cassie Laws Fisher	Angela Lello Carl Risinger
Martha Cantu	Patrice LeBlanc	Koren Vogel

GUESTS PRESENT

Toni Byrd, DPC
Jean Langendorf, UCP-TX

CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities convened on November 12, 2009, in the Waterloo Room at the Crowne Plaza Hotel, 6121 North IH-35, Austin, TX 78752. Council Chair Brenda Coleman-Beattie called the meeting to order at 8:30 AM.

I. INTRODUCTIONS

Committee members, staff and guests were introduced.

II. PUBLIC COMMENTS

No public comments were offered.

III. APPROVAL OF MINUTES

The Committee reviewed the minutes from the August 6, 2009, Committee meeting. No revisions were offered.

MOTION: To approve the minutes of the August 6, 2009, Executive Committee meeting as presented.

MADE BY: Cindy Johnston

SECOND: Brenda Coleman-Beattie

The motion **passed** without opposition. Rick Tisch abstained.

IV. CHAIR'S REPORT

Chair Coleman-Beattie reviewed various items with the Committee including:

- Excused absences of Andy Crim, John Morris, and Dana Perry as well as Kimberly Blackmon for Thursday only.
- Committee assignments for members that will be presented to the Council for approval.
- A suggestion from member Rene Requenez for more opportunities to interact with other members in a less formal setting.
- A review of the process to establish the Nominating Committee.
- NACDD Committee appointments include John Morris to Member Services and Roger Webb to Finance Committee. Staff will continue to monitor the Public Policy Committee.

- Upcoming meetings and training opportunities including the TALAC conference in March, NACDD Public Policy Seminar in April, ADD Technical Assistance Institute in June and the NACDD fall conference in September. Coleman-Beattie hopes that every Council member who wishes to travel has the opportunity to participate in at least one event.
- The revised Memorandum of Understanding with Texas Education Agency was finalized. Coleman-Beattie thanked out-going Operations Director Carl Risinger for his efforts to foster positive relations between TCDD and TEA.
- The Committee of the Whole discussion on future public policy collaboration activities will be facilitated by Ara Merjanian who has a background in working with state entities.
- Assistant Attorney General George Noelke will discuss conflict of interest issues with members during the Committee of the Whole meeting.
- NACDD bylaws were approved during the fall conference and these should be available on the TCDD Web site soon.

V. EXECUTIVE DIRECTOR'S REPORT

Executive Director Roger Webb provided an update on TCDD staff, noting that Risinger, who is retiring at the end of December, has been invaluable to the agency. Martha Cantu has been selected as the new Operations Director, Grants Management Director Patrice LeBlanc will re-post the Grants Specialist position shortly and Public Policy Director Angela Lello will post soon for the position recently vacated when Melvin Johnson resigned.

Webb briefly reviewed the TCDD planning calendar with members and noted that Congress passed a continuing resolution for many domestic programs through mid-December providing funding at FY 2009 levels until a new budget is passed. The NACDD application for a Project of National Significance grant to provide family support training that included collaboration with TCDD was not approved.

Cantu discussed the new contract for TCDD Web site support and indicated that several proposals were reviewed with the award going to MIS Science Inc. located in Burbank, CA. Although this is not a local company, the review panel felt it offered the most value, did not limit web space available to TCDD, does not sub-contract services, and MIS received positive recommendations. Further, the nature of website technology today is such that on-site or face-to-face interaction is rarely needed. The transition from the previous server occurred without any problems.

During September, Webb provided technical assistance to the North Carolina DD Council on internal audit activities and also consulted with the representatives of the Georgia DD Council. Both agencies appreciated the information provided by Webb. Webb noted that his travel expenses were fully reimbursed by the NACDD technical assistance contract.

Webb and LeBlanc provided information on the expansion of the Transition Medicine Project at Baylor College of Medicine in Houston. The Texas Health and Human Services Commission is providing funding for additional staff and to continue this program after TCDD funding ends.

The Texas A&M Texas Advanced Leadership and Advocacy Conference (TALAC) will take place in March 2010 in Austin. This conference is sponsored as part of the TCDD leadership and advocacy grant activities. One stipend grant was approved by Webb during the quarter for up to \$5,955 to Volar Center for Independent Living for their 9th Annual Disability Conference on December 10, 2009, in El Paso.

Webb and LeBlanc reviewed the Independent Audit Status Report and the Grants Monitoring Exceptions Report, noting no issues of concern at this time. LeBlanc provided an update on the Knowbility, Inc., project in response to Executive Committee requests for quarterly updates. The

grantee has acquired 3 new mystery shopping contracts but no new PDF remediation projects. The project has hired no new employees but has had 3 project directors since it began. Members discussed how the committee might better monitor grantee progress and asked staff to provide additional information next quarter.

VI. CONSIDERATION OF CONTINUATION GRANT AWARDS

LeBlanc and Grants Specialist Cynthia Ellison provided information on a continuation grant award to UCP-Texas for the Disability Policy Consortium (DPC) project. The Council approved a six-month continuation of grant funding during the August Council meeting. This extension will maintain current DPC activities while the Council makes decisions about future public policy collaboration activities, including a Housing and Transportation Summit planned for April 2010. DPC project director Jean Langendorf provided information about the proposed summit. Coleman-Beattie reminded members that the project's current authorization for funding ends December 31, 2009. The Council therefore agreed to continue funding while determining future activities. Council Vice-Chair Mary Durham noted that discussions about future public policy collaboration activities during the Committee of the Whole are not specifically about the DPC grant.

MOTION: To approve continuation funding of up to \$80,000 to United Cerebral Palsy of Texas for a six month extension of the Disability Policy Consortium.

MADE BY: Mary Durham

SECOND: Cindy Johnston

The motion **passed** without opposition. Rick Tisch abstained from voting. (Attachment 1)

Webb and Langendorf provided further information about a planned merger of United Cerebral Palsy of Texas (UCP-Tx) with Easter Seals of Central Texas. UCP-Tx anticipates that current UCP-Tx activities, including support for DPC, will be merged into Easter Seals as of January 1, 2010. The Board of Directors of both agencies has approved the merger and the Chairs of both boards have expressed their intent to continue the DPC project. Coleman-Beattie requested an update on merger activities at the February 2010 meeting and noted that members should expect future mergers/consolidations of non-profit organizations due to the economy and difficulty in raising funds to sustain those organizations.

VII. AMENDMENT TO TCDD POLICIES – SECTION XII

The Executive Committee reviewed the proposed amendment to TCDD Policies that would allow notification of future amendments to be provided to members by electronic means and not just as a mailed notice. Members discussed providing information to members in both formats and considered wording options

MOTION: To recommend Council approval of an amendment to TCDD policies which states notification of policy amendments will be provided to members by written and electronic (email) means at least 10 days prior to any such action.

MADE BY: Mary Durham

SECOND: Rick Tisch

Members continued discussion of the merits of providing notification in both formats as well as allowing members to determine which format they prefer for receiving notifications. By consensus the committee agreed to revise the motion to read:

AMENDMENT: To recommend Council approval of an amendment to TCDD policies which states "Notice of the proposed amendment(s) must be provided to Council members at least ten (10) days prior to such action in either written or electronic (email) form in accordance with each Council member's preference".

MADE BY: Mary Durham

AMENDMENT: Rick Tisch

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

VIII. TCDD QUARTERLY FINANCIAL REPORT

The Executive Committee reviewed the quarterly financial report and found no concerns. Cantu noted that this is a draft final report of FY 2009 expenditures since a few vouchers have not cleared. Cantu also noted that the FY 2010 budget is based on the FY 2009 budget with increases for travel expenses and meeting costs due to rising costs for these items.

IX. CONFLICT OF INTEREST DISCLOSURES

Committee members reviewed Conflict of Interest disclosure statements from members and staff with no noted concerns.

MOTION: To accept the Conflict of Interest disclosures as presented.

MADE BY: Rick Tisch

SECOND: Cindy Johnston

The motion **passed** unanimously.

X. OTHER UPDATES

Members requested that the chart regarding Robert's Rules of Order be included in the meeting materials binder each quarter.

Coleman-Beattie discussed personal assistance services for members and noted that she contacted several of the self-advocate members to determine their expectations for support. She noted concerns regarding expectations of other members or staff to provide assistance to members and indicated that a full discussion on this issue is planned for the February meetings.

ADJOURN

Chair Coleman-Beattie adjourned the Executive Committee meeting at 10:20 AM.

Roger A. Webb
Secretary to the Council

Date

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 11-12-09

Review of Proposed Activities & Budget

ITEM: 1

Grantee: United Cerebral Palsy of Texas
Project Title: Disability Policy Consortium
Project Location: Austin

Year: 5 of 5

TCDD RFP Intent:

To provide support for a consortium of statewide disability advocacy organizations that provides a forum to jointly identify and analyze public policy issues that affect Texans with disabilities and their families; coordinated cross-disability input to state and federal policymakers about issues of concerns of Texans with disabilities and their families; and accurate and timely information on issues to interested individuals and Texas state and local organizations. The projects focus is to advocate for policies that support high-quality, accessible services and supports that will lead to optimal wellness and independence for persons with disabilities. Project may not exceed \$130,000 - \$160,000 per year for up to four years.

Project Goals & Accomplishments for Year 4:

Goal: Provide support to the Disability Policy Consortium to continue the policy and advocacy work to improve the lives of people with disabilities in Texas.

Accomplishments per goal: Membership has grown to 31 members through a redesign of the structure which is encouraging participation from local and regional organizations. The Texas Action Center, which offers an easy and effective way for individuals to share their views on a variety of important issues with lawmakers and other policymakers, has grown by 190 members since the last continuation, with a total 673 members signed up through August 2009. The project promoted capitol activities to raise awareness of issues supported by the membership and in partnership with other organizations. They held 5 First Friday (Educational) Conference Calls during the legislative session. The monthly newsletter continues to be a tool that allows those outside of Austin to stay informed on what is happening on the legislative front and other policy related activities.

Proposed Goals and Objective for Year 5 of 5:

Goal: Same as above

Objectives: Provide staff support and other services for DPC meetings and project activities.

Staff Recommendations: No concerns; continued funding for this project is recommended.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (\$40,250 consultants)	\$128,744	\$15,503	\$144,247
Amount expended in year 2 (\$36,400 consultants)	\$160,000	\$21,349	\$181,349
Amount expended in year 3 (\$33,500 consultants)	\$160,000	\$19,815	\$179,815
Amount expended in year 4 (based on 15 months) (includes the 8 month extension 5/1/08-12/31/09) (\$21,500 consultants)	\$201,941	\$27,393	\$229,334
Amount requested for next year budget			
I. Personnel Services	53,132	6741	59,873
II. Travel	1000	0	1000
III. Purchased Services (\$6000 consultants)	17,100	23,000	40,100
IV. Property/Materials	3500	0	3500
V. Rental/Leasing	3468	0	3468
VI. Utilities	1800	0	1800
Total Budget for May 1, 2008 – April 30, 2009	\$80,000	\$29,741	\$109,741

TCDD Policies

Proposed Amendments

VII. COMMITTEES OF THE COUNCIL

D. Audit Committee Duties and Composition

1. The Audit Committee shall have the following powers and duties, and others that may be designated from time to time by the Council.
 - a. **Annually review and make** recommendations to the Council regarding an internal audit charter, an annual internal audit plan and any special audits;
 - b. Approve submittal of the annual internal audit plan subject to review and revision by the Council; and
 - c. Review audit reports from the internal auditor and make recommendations to the Council concerning actions or resolutions.
 - d. **Provide guidance and oversight to the process to solicit offers for internal audit services when determined to be appropriate, and recommend the final selection of an internal auditor to the Council.**
 - e. **Ensure the External Quality Assurance Review of the TCDD internal audit function is conducted according to the Texas Internal Audit Act and the report is reviewed by the Audit Committee.**
2. The Audit Committee shall be comprised of no more than five (5) members including the Chair.
 - a. The Council Vice-Chair shall serve as Chair of the Committee;
 - b. The Council Chair shall appoint other members of the Committee subject to approval by the Council;
 - c. The Council Chair shall be a non-voting ex-officio member of the committee.
3. **The Audit Committee shall meet at least two (2) times yearly.**

XII. AMENDMENT OF POLICIES

Council policies may be adopted or revised by a two-thirds (2/3) majority of the members present at a regular or called Council meeting providing a quorum is present at that time. Notice of the proposed amendment(s) must be provided to Council members at least ten (10) days prior to such action in either written **or electronic (email)** form in accordance with each Council member's preference.

Amendments may be proposed by a recommendation of the Executive Committee or by written request of any five (5) members of the Council.