

Background:

- **TCDD Planning Calendar** - We have again enclosed an updated planning calendar that provides an overview of various key items that will be discussed during Council and Committee meetings during the next year. A few activities completed by staff are also included.

- **Grants Monitoring Reports** – Two reports are enclosed that will be reviewed with members by Grants Management Director Patrice LeBlanc:
 - ✓ Independent Audit Status Report
 - ✓ Grants Monitoring Exceptions Report

- **Stipends Grants Applications Approved** - TCDD Policies provide for the Executive Director to make final determinations regarding applications for Stipend Grants. Three stipend applications were approved during this quarter from the following organizations:
 1. Texas State Independent Living Council for \$6,000 for the *2010 Texas Statewide Independent Living Conference* March 7-9, 2010 in Dallas.
 2. Southwest Chapter Autism Society of America for \$1,200 for the *Applied Behavior Analysis in the Treatment of Autism: Navigating the Maze* Conference March 16, 2010 in El Paso.
 3. Easter Seals – Central Texas (DPC) for \$6,000 for the *2010 Housing and Transportation Summit* April 28-29, 2010 in Austin.

- **Attendance Report** – A quarterly summary of attendance of Council members at meetings is also enclosed.

Executive Committee

Agenda Item V.

Expected Action:

The Executive Committee may provide guidance concerning these activities/reports.

TCDD Planning Calendar

February 2010

February 2010

- **Quarterly Meetings**
 - **Council**
 - ✓ **Vice-Chair elected**
 - ✓ **Consumer Member-at-large to Executive Committee elected**
 - ✓ **Feb 2012: TCDD Sunset Review Update**
 - **Project Development Committee**
 - ✓ **Consideration of Unsolicited Ideas**
 - **Executive Committee**
 - ✓ **Executive Session re: Personnel Matters**
 - **Public Policy Committee: Review of TCDD Position Statements (2010)**
 - **Time allowed for Members to visit Senator and/or Representative (odd years)**
- **Terms of 1/3 of public members expire February 1 of odd years**
- **2012: TCDD Sunset Report submitted to 82nd Texas Legislature**
- **2012: Final approval of TCDD Rules for Re-adoption**

March 2010

- **Audit Committee Meeting (New)**

April 2010

- **Executive Committee**
 - **Consideration of Continuation Grant Awards**

May 2010

- **Quarterly Meetings**
 - **Council**
 - ✓ **Approve Draft State Plan / Amendments for Public Comments** – Proj Dev. Committee
 - ✓ **2010: Review Position Statements** – Public Policy Committee
 - ✓ **2011 Only: Review of TCDD Sunset Review Process; Timeline for Self-Evaluation**
 - ✓ **2012: TCDD Sunset Review Update**
 - **Executive Committee**
 - ✓ **Consideration of Continuation Grant Awards**
 - **Public Policy Committee**
 - ✓ **Initial Consideration of Biennial Report Special Focus, if any (odd-numbered years)**

June 2010

- **Beginning of Grant Projects annual budget cycle (most projects)**
- **Texas Legislature Adjourns Sine Die after 160 days in session (odd-number years)**

August 2010

- **Quarterly Meetings**
 - **Council**
 - ✓ **Approve Operating Expense Budget for Following Year** – Executive Committee
 - ✓ **Preliminary Review of Biennial Disability Report Recommendations (even-numbered years)** – Committee of the Whole
 - ✓ **Approve State Plan / Amendments** – Project Development Committee

- ✓ **Approve extension and/or revisions to Memorandum of Understanding with TEA – Executive Committee**
- ✓ **2011: Review of TCDD Position Statements (Public Policy Committee)**
- ✓ **Approve Biennial Disability Report Special Focus, if any, (odd-numbered years) – Public Policy Committee**
- ✓ **Consideration of Possible TCDD Projects or Activities (every year); Summary of Texas Legislative Session (odd-number years)– Public Policy Committee**
- **Executive Committee**
 - ✓ **Review/Approve & Continuation Grant Awards**
 - ✓ **2012: Initial Review of TCDD Rules for Re-adoption**
- **Audit Committee**
 - ✓ **Review status of internal auditing activities for current year**
- **Project Development Committee**
 - ✓ **Consideration of Unsolicited Ideas**
- **State Plan / Amendments – submitted electronically to ADD by August 15th**
- **2011: TCDD Sunset Self-Evaluation Submitted (est.)**

September 2010

- **State Fiscal Year begins**

October 2010

- **Council and Federal Fiscal Year begins October 1**
- **Audit Committee Reviews and Approves Annual Internal Audit Report & Internal Audit Plan**

November 2010

- **Annual Internal Audit Report and Audit Plan submitted to SAO & others by November 1st**
- **Quarterly Meetings**
 - **Council**
 - ✓ **Nominating Committee established**
 - ✓ **Approval of prior year Internal Audit Report and current year Internal Audit Plan**
 - ✓ **Biennial Report Recommendations Finalized (even-numbered years) – C.O.W.**
 - ✓ **Approval of TCDD Public Policy Priorities (even-numbered years) – Public Policy Committee**
- **Executive Committee – Approve Pool of Review Panel Members (even-numbered years)**
- **2011: Review TCDD Sunset Review Staff Report; public hearing schedule, etc.**
- **2012: Approval to Publish TCDD Rules for Re-adoption**

December 2010

- **Biennial Report submitted to Governor, Lt. Governor, Speaker, and HHSC Executive Commissioner – December 1st of even numbered years**

January 2011

- **Annual Report (PPR) submitted electronically submitted to ADD by January 1st**
- **Texas Legislature convenes on 2nd Tuesday of odd-numbered years**
- **2013 Only: Monitor Sunset Legislation to Reauthorize TCDD during 82nd Legislature**

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INDEPENDENT AUDIT STATUS REPORT

GRANTEE	FYE	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/RESOLUTIONS
Brighton School, Inc.	8/31/2009	Cundiff, Rogers & Solt	The expenditures under the Developmental Disabilities-Basic Support Grant on the Schedule of Expenditure of Federal Awards on pg. 17 were not grouped in the section with the expenditures of grants received from the U.S. DHHS. These expenditures were included in a separate section as a Non Major Program on the schedule	TCDD desk reviewer Don Mikeska (CPA) discussed the issue with the grantee's auditor regarding future audits and he will comply with Mr. Mikeska's recommendation, no need for reissuance of this audit. Done. Done.
EveryChild, Inc.	9/30/2008	PMB Helin Donovan, LLP	1. The Schedule of Expenditure of Federal Awards on pg 17 doesn't disclose the pass-through entities' identifying grant numbers. 2. The auditor's report on internal control over compliance on pg 16 states the auditor didn't identify any deficiencies that he considered to be a material weakness.	1. The grantee's auditor indicated that this information will be included on future audit reports. 2. The auditor has reissued pg 16 of the audit report and removed the incorrect wording. Done.
EveryChild, Inc.	9/30/2007	PMB Helin Donovan, LLP	None.	None/Done.
Region 17 ESC	8/31/2009	Bolinger, Segars, Gilbert & Moss, LLP	None.	None. Done.

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2008 – Sept. 30, 2009). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

GRANTEE	FYE	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/RESOLUTIONS
Texas A&M Research Foundation	8/31/2009	Ingram, Wallis & Co., P.C.	<p>Item 7e. The Condition paragraph for finding 09-1 (in the schedule of findings and questioned costs) did not provide the reader with information related to the prevalence of the audit findings.</p> <p>Item 9b., the corrective action plan prepared by the Foundation did not provide a completion date.</p>	<p>Don Mikeska, CPA who does TCDD's desk reviews discussed the exceptions with the grantee's audit firm and it is not necessary to reissue the report since the corrective action has been completed. The errors did not affect the overall use of the audit report.</p> <p>Done.</p>
United Cerebral Palsy of Texas	9/30/2009	Montemayor Hill & Company, P. C.	None.	Done.

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2008 – Sept. 30, 2009). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

GRANTS MONITORING EXCEPTIONS REPORT

GRANTEE PROJECT TITLE	TYPE OF ONSITE	DATE OF ONSITE	CONCERNS NOTED	CORRECTIVE ACTIONS	STATUS
EveryChild, Inc. <i>Family Based Alternatives</i>	Final	10/27/09	No concerns noted	N/A	Complete
Imagine Enterprise <i>Youth Leadership & Advocacy Project</i>	Follow-up	10/29/09	Need clarification for Grant Related Income, Personnel Activity Report and Project Advisory Committee. Need evidence of fiscal control procedures, accrual reporting, match cost and service agreements. The Independent Audit report is due at completion.	Documents requested: 11/09/09 Documents received: 12/28/09 Additional information requested: 1/07/09	Pending
United Cerebral Palsy Association of Texas <i>Disability Policy Consortium</i>	Follow-up	11/05/09	Need clarification for the Management Team Committee, Equipment Inventory List, and match reported.	Documents requested: 11/20/09 Documents received: 12/03/09 Additional clarification for match requested: 12/03/09	Pending
Texas A & M Research Foundation <i>Statewide Youth Leadership & Advocacy Project</i>	Follow-up	11/19/09	Need to submit Personnel Activity Report	Document requested: 12/02/09 Document received: 12/18/09	Complete
Family to Family Network, Inc. <i>Leadership and Advocacy Training</i>	Initial	12/09/09	Need to submit Photocopy log and revised Organizational chart.	Documents requested: 12/23/09 Documents due by 1/23/10	Pending

CONSUMER STIPENDS PROPOSALS

Date: 1/19/10

Executive Director Review

ITEM: 1

Organization: Texas State Independent Living Council
City, State: Austin, TX

Federal: \$ 6,000
Match: \$ 864

Event: Conference: Annual Texas Statewide Independent Living Conference
Date: March 7-9, 2010
Hotel: Crowne Plaza Suites-Dallas Park Central
City, State: Dallas, Texas

Previously Funded: Yes: 2002, 2003, 2004, 2005, 2007, 2008, 2009

Comments: The conference theme is "Independent Living the Next Decade: Revitalize, Reorganize, Rejuvenize". Participants will obtain training about advocacy, relocation services, legislation updates, employment avenues during a sluggish economy, advances in assistive technology, healthcare reform, ethics in the workplace, as well as networking.

Considerations: The conference sponsors propose to provide stipends to cover:

Personal Attendant Services/Interpreter Services (24 @ \$38.18/individual/day for 3 days)	= \$2749.00
Lodging – 12 individuals (12 @ \$99.44 (\$85 + tax \$14.44/individual/day for 2 days)	= \$2387.00
Registration - 24 individuals (24 @ \$36.00)	= \$ 864.00
Total cost (federal):	= \$6000.00

Applicant match covers Meals and Personal Attendant Services/Interpreter Services: Disability Accommodations (12 @ \$36/individual/day for 2 days)	= \$864.00
Total cost (match):	= \$864.00

Recommendation: Staff recommends funding with the understanding that TCDD staff will coordinate with Texas State Independent Living Council staff to ensure that participants receiving assistance have disabilities that also meet the definition of a developmental disability and that a priority is given to individuals who have not previously received stipend support from the Council. Proposal received 90 days prior to event.

Approved: **yes** **no** _____ Date: _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 1/22/10

Executive Director Review

ITEM: 2

Organization: Southwest Chapter Autism Society of America
City, State: El Paso, TX

Federal: \$ 1,200
Match: \$ 134

Event: Conference: Applied Behavior Analysis in the Treatment of Autism:
Navigating the Maze
Date: March 26, 2010
Location: Ysleta Cultural Arts Center
City, State: El Paso, Texas

Previously Funded: 2005, 2007, 2008

Comments: Dr. Ronald Leaf designed this presentation for parents and professionals to introduce a blended, developmental approach to treating Autism and related disorders. He will use lectures, videos, demonstrations, and hands-on activities.

Considerations: The conference sponsors propose to provide stipends to cover registration:

Registration – 20 individuals	
(20 @ \$60.00/individual/one day)	= \$1200.00
Total registration fee per person is \$60	
Total cost (federal):	= \$1200.00

Applicant match covers registration expenses balance:	
Registration – 20 individuals	
(20 @ \$6.70/individual)	= \$ 134.00
Total cost (match):	= \$ 134.00

Recommendation: Staff recommends funding with the understanding that TCDD staff will coordinate with the Southwest Chapter Autism Society of America staff to ensure that participants receiving assistance have disabilities that also meet the definition of a developmental disability and that a priority is given to individuals who have not previously received stipend support from the Council. Proposal received 90 days prior to event.

Approved: yes no _____ Date: _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 1/27/10

Executive Director Review

ITEM: 3

Organization: EASTER SEALS-CENTRAL TEXAS (DPC)
City, State: AUSTIN, TX

Federal: \$ 6,000
Match: \$ 2,720

Event: Conference: Housing and Transportation Summit
Date: April 28-29, 2010
Hotel: Hyatt Regency
City, State: Austin, Texas

Previously Funded: No

Comments: The Housing and Transportation Summit 2010 Conference will promote affordable, accessible and integrated housing opportunities and transportation issues that will enhance independence, productivity and community inclusion of people with developmental disabilities.

Considerations: The conference sponsors propose to provide stipends to cover:

Registration – 20 individuals (20 @ \$150.00/individua)	= \$3000.00
Lodging - 10 individuals (10 @ \$100.00/individual for 2 nights)	= \$2000.00
Personal Attendants – 5 individuals (5 @ \$20.00/hour for 5 hours for 2 days)	= \$1000.00
Total cost (federal):	= \$6000.00

Applicant match covers Registration, Food & Beverage, and Interpreter Services:	
Lodging - 10 individuals (10 @ \$97.00/individual)	= \$ 970.00
Food & Beverage – 20 individuals (20 @ \$75.00/individual)	= \$1500.00
Interpreter Services – 10 individuals (10 @ \$25.00/individual)	= \$ 250.00
Total cost (match):	= \$2720.00

Recommendation: Staff recommends funding with the understanding that TCDD staff will coordinate with Easter Seals staff to ensure that participants receiving assistance have disabilities that also meet the definition of a developmental disability and that a priority is given to individuals who have not previously received stipend support from the Council. Proposal received 90 days prior to event. 7&' ' ZLOHQXUHH [SHQMV RQ WLV DZ DUG GR GRW GXSDFMH [SHQMV RQH [LMOJ ' 3& DZ DUG

Approved: yes no _____ Date: _____

Comments: _____

**TCDD QUARTERLY COUNCIL MEETINGS
ATTENDANCE REPORT
February 2008 – November 2009**

Council Member	11/09	08/09	05/09	02/09	11/08	08/08	05/08	02/08
B. Coleman-Beattie	P	P	P	P	EA	P	P	EA
H. Adkins	P	P	P	-	-	-	-	-
K. Bissmeyer	P	P	EA	P	P	A	P	P
K. Blackmon	EA- Th P-Fr	P	P	-	-	-	-	-
K. Cox	P	P	P	-	-	-	-	-
A. Crim	EA	P	P	P	-	-	-	-
M. Delgado	P	P	P	-	-	-	-	-
M. Durham	P	P	P	P	P	P	P	P
M. Dwyer	P	P	P	P	EA	P	P	P
C. Johnston	P	P –Th EA-Fr	EA	P	P	P	P	P
D. Kern	P	P-TH EA-Fr	P	P	EA	P	EA	P
J. Morris	EA	P	P	EA	P	P	P	P
D. Perry	EA	P	P	EA	P	EA	P	EA
D. Rasmussen	P	P	P	-	-	-	-	-
J. Rivas	P	P	P	P	EA	EA	EA	P
L. Taylor	P	P	P	P	-	-	-	-
R. Tisch	P	EA	P	P	P	P	P	P
S. Vardell	P	P	P	P	P	EA	P	P
M. Faithfull / P. Anderson, AI	P	P	P	P	P	P	P	EA
P. Seay, UT CDS	P	P	EA	P	EA	P	EA	EA
A. Sharp/M. Benz, A&M	P	P	P	P	P	P	P	EA
DADS	P	P	P	A	P	P	P	EA
DARS	P	P	EA	P	A	P	P	P
DSHS	P	P	P	A	P	P	P	P
HHSC	P	P	P	P	P	P	P	P
TEA	P	P	P	EA	EA	P	P	P

Key: P = Present
A = Absent
EA = Excused Absence