



Texas State Independent Living Council



Meeting Minutes
Omni Corpus Christi
9600 N. Shoreline Blvd., Corpus Christi, Texas
Meeting Room: Bayview Ballroom
Thursday October 4, 2013

Opening:

The quarterly meeting of the Texas State Independent Living Council (SILC) was called to order by Randell Resneder, Vice Chairman

Present:

Members in Attendance – Randell Resneder, Jim Brocato, Jim Batchelor, Karen Swearingen, Richard Couder, Shannon Alexander, Anna Hundley, and John Hobgood

Members Not in Attendance - Marc Gold, Calvin Turner, and Saul Herrera

Others in Attendance - Regina Blye, Staff; Terri Richard, TDHCA; Laurie Pryor; DARS; Amy Kantoff, DARS; Steven Ashman, DADS; Christina Goebel, Staff; Seth Reed, Staff; Rebecca Coleman, Staff; Olachi Ozeh, PAC member

Addressed:

ETHICS TRAINING

- Motion to move Dr. Bain’s presentation on Ethics up in the agenda. Motion made by Brocato. Motion seconded by Swearingen.
- Dr. Steve Bain Presented.
 - Recommended that the SILC separate the ethics portion of the policy and procedure manual and make it an entity in and of itself.
 - Ethics is not what we do. It is what we should do.
 - Value statements need to be clear. Who you are and what you will be.
 - Values are the unwritten rules of what we live by.
 - Ethics are the things we do even beyond the mission statement.
 - Foundational moral principles of ethics:
 - Autonomy: The promotion of self-determination and personal freedom
 - Nonmaleficence: The commitment to do no harm to a client
 - Benevolence:
 - Justice: the commitment to be fair by giving equal treatment to others
 - Fidelity: involves creating a trusting and therapeutic relationship where people can find their own solutions
 - Veracity: the extent to which a counselor is honest, accurate, and truthful with a client.
 - Accountability and transparency are keys of ethical success
 - “Bain’s Maxims”:
 - If you have to constantly justify it is time to review.

- If it gets in bed with you, review
- If there is a red flag in your head or gut, review
- If you would not be comfortable revealing it to your peers, review
- Recommends looking at the national organization's code of ethics and base ours from that.

(Please see attached handout for more information from Dr. Bain's presentation.)

APPROVAL OF AGENDA AND MINUTES:

- Motion to approve the Minutes from the June Quarterly SILC meeting with a spelling correction by Brocato, Motion Seconded by Batchelor.

ELECTIONS

- The officer positions up for election are: for Chair, Vice Chair, and Treasurer.
- Couder suggested allowing Herrera and Resneder to continue as Chair and Vice Chair.
- Brocato motion to conduct an election now. Batchelor seconded.
- Swearingen asked Resneder to leave the room for the vote. Blye asked if anyone else wants to run. No one else wanted to run for the open positions. Swearingen asked for a vote for Chair and Vice chair. All were in favor for Herrera and Resneder to continue.
- Treasurer – Resneder asked for a nomination. Swearingen nominated Couder. No other nominations were presented. Resneder asked for a motion. Swearingen made the motion. Hundley seconded. Couder accepted the nomination and gave his background benefiting the Treasurer position. Resneder asked Couder to leave and asked the Council if there was any discussion. There was none. Resneder asked for a show of hands. All were in favor.

BREAK

OLD BUSINESS

- **AUTHORIZED SIGNERS**
 - Blye reported that Coleman and Turner are now authorized signers and Cosner and Jones have been removed.
 - Coleman and Swearingen are to go to bank to change the banking documents.
- **MEETING DATES AND LOCATIONS**
 - January meeting is scheduled for January 27, 2014 in Austin. Coleman is working with RCT to coordinate plans for a joint meeting on Tuesday, January 28, 2014. Sunday is a travel day and Tuesday is a half-day. A meeting schedule will be emailed when the hotel is arranged. The hotel will be either central Austin or further south, closer to the airport and office.
 - The March meeting is tentatively scheduled for March 29, 2014 in Corpus Christi, prior to the annual conference.
- **OTHER:**
 - Dental and vision will be in place in January and most likely the 401(k) as well.

NEW BUSINESS

- **FY14 Forms**

- Discussion focused on the Reimbursement/Advance form.
- Questions were answered, including parking expenses, toll road fees (airport parking included even if you are not spending the night)
- Resneder asked about using PayPal as a form of reimbursement. A transaction fee was discussed. Kantoff was asked if DARS would accept this type of payment. Kantoff stated she would have to research using PayPal as an option. Batchelor suggested a direct deposit option. Blye also stated that SILC would have to have the Council's bank information to do the direct deposit, it is a possible option to consider.
- Blye asked for approval for the reimbursement form. Kantoff suggested moving funding source to end of document under SILC office use. Resneder asked for a motion to approve the form with the change Kantoff suggested. Alexander made the motion. Swearingen seconded.

- **Policy and Procedure manual**

- Blye stated that an additional statement was added to the manual, stating people with service animals and/or uses oxygen has equal access to public transportation and SILC off and will not be discrimination against. The new policy is needed to satisfy TxDOT requirements as a non-traditional transportation provider.
- The policy manual states the SILC has to honor state rate when traveling out of Texas. Blye suggested to DARS for preapproval/authorization/exemption to the rate that the state is giving after making an effort to get the government rate. Pryor stated that it is a good idea and agrees it is difficult to get the GSA rate out of state. Pryor stated that DARS has an internal procedure for this situation. The Council discussed what documentation DARS would require. Blye plans to draft documentation for the P&P manual. Kantoff agreed to check what DARS would require. Blye asked the Council to approve adding the information regarding access, service animals, and oxygen. Resneder asked for a motion. Batchelor motioned to approve. Hobgood seconded.

- **Rehabilitation Council of Texas (RCT) Activities-**

- Blye asked the Council if they have any ideas or suggestions of things to be covered during this meeting. Pryor asked why SILC & RCT meet? Blye explained that it is a Rehab Act requirement for the two entities to interact with each other. The SILC has a joint meeting with RCT, and assists with needs assessment activities. The SILC Chair is a RCT board member and is on the needs assessment subcommittee.

LUNCH

ADDITIONAL ATTENDEES: Amanda Flores, DARS; and Steve Ashman, DADS

EXECUTIVE DIRECTORS REPORT

- Blye sat in on Brocato's RSA federal review at his CIL. It was a success.

- Blye informed Council that the new office is working well and will be available to tour during the January meeting.
- New employees were hired: Rebecca Coleman, Executive Assistant; and Kelle' Martin, Project Specialist.
- Had our DARS review/audit. Minor findings and recommendations were suggested by DARS. The SILC has submitted a corrective action plan to address the issues. The TCDD H&F grant will enter into the third year in March 2014. Goebel and the PAC funded by TCDD is busy organizing the conference, and doing community advocacy to improve accessibility in the hotel and the community. The SILC has started the second year with TxDOT and will start writing goals and objectives for this grant.
- SILC annual report – it is the first annual report that is specific for SILC. Martin did the design work for the report. Staff wrote pieces for the report.
- -Other:
 - Tablets: goal is to streamline and print less paper. Tablets are a Google friendly.
 - Good part of being part of the Gmail account is the calendar and being able to keep up to date.
 - Download apps: GSA, Adobe, and Kingsoft Office to be able to download documents sent from SILC.
- Resneder expressed appreciation for the nametags, nameplates, and bags.

FINANCIAL REPORT BY SETH REED

- Shared income statements for all the grants.
- Contracts and contract labor were increased due to moving and hiring promo company.
- Net income is high due to submitting two RAR's in August. Thus giving the SILC a large income for the month. The annual net income was slightly negative.
- Independent Audit – FY12 - junior auditor for two weeks. No major findings. The auditors gave feedback on allocation. Checks are signed by two people and then Reed prints a copy of the deposited checks.
- DARS Monitoring Visit- DARS asked to separate the funding sources for the conference. They took samples of two months. One finding was an error in a quarterly report re: supplies. Will put more effort into the quarterly reports are accurate. Blye stated she wrote a report (corrective action plan) regarding out of state travel expenses. Still waiting to hear a response. Another finding, questioned a lost receipt that which was later found. Last finding, according to DARS the time sheets did not appear to reflect after the fact reporting, new timesheets have been drafted and will be more focused on activities. Kantoff was apart of the review described the monitoring process. Review the program work that has been done over the period of the grant. Then two others with DARS admin looks at things from the financial side. Richard asked about the budget process. Also asked about the future of DARS regarding following up with outcome. Hundley asked about the year-end report. How did the year look? To get a better picture since the 4th quarter was out of the ordinary. Hundley asked for the full year Income Statement. Reed said he would either email it to the Council or provide an update at the next meeting.

EX-OFFICIO, LIAISON, AND CHAIR REPORTS:

Department of Assistive and Rehabilitative Services – Amanda Flores

- Amanda Flores, new Liaison with DARS. Most pressing event is the flood that just occurred in the admin building. Work was greatly affected, employees displaced until repairs can be made.
- Major staffing changes have occurred, including new commissioner, new assist commissioner, new CFO, Bill Briggs, and new COO, Danial Bravo.
- Sunset Process, every 12 years, 12 members, look at the operation of state agencies such as DARS. Make recommendations and presents information needed to draw conclusions about program necessity and workability. First step in this process is the self-evaluation report. Submitted in August. Sunset staff will be meeting with DARS and releasing a report next fall including recommendations that turn into a legislative bill.
- Federal shutdown.... so far no adverse effect. All services are continuing.
- Couder asked regarding the possibility of an Autism Treatment Center opening in El Paso. Flores didn't know but said she would check and let us know.
- Goebel asked regarding agencies being disbanded due to the review. Flores stated there is a Sunset Safety Net Bill, to cover agencies not included. DARS will be unlikely to shut down but is not exempt.

Department of Aging and Disability Services – Steve Ashman

- Quiet quarter for DADS. Budget was finally approved after waiting 9 months. Budget was 1400 pages long.
- Under Promoting Independence, DADS relocated 45,000 people from institutions to the community.
- Resneder expressed desire that taxes that are saved from people not being institutionalized, the money get designated to the community.
- Younger people are getting to leave nursing facilities and 26% are moving into assisted living environments.
- Housing for people relocating from nursing facilities. Fed gov't is reducing funding for vouchers to keep housing cost low (30% of income). Not enough money available to those who need it. DADS is hitting the large housing authorities and hitting the smaller ones when possible.
- 35 to 800 units since 2007. Have 14 ADRC's now and will have 3 more by end of the year.
- Asking for Federal funding for TDHCA, for their Section 8 program.
- Projects: Survey of direct service workers (min wage), asking about their opinions about their jobs and how improvements can be made. Planning on expansion of the ADRC's. Utilizing ADRC's to be housing navigators for DADS.
- Another project is going to select 3 providers, providing admin incentive to provide gainful employment.

Division for Blind Services- Laurie Pryor

Pryor shared the DBS IL Program Statistics for SFY2013. As of August 31, 2013,

- 3,314 individuals served (all statuses)

- 702 individuals in “active” service (including individuals determined eligible and individuals receiving services)
- 1436 individuals successfully completed their program
- 1998 new referrals were received

Pryor also gave an update on the SPIL monitoring as of August 31, 2013.

- Goal III Objective A, there had been 1609 new IL referrals received in the SFY and of those referrals 1348 (84%) had received an Independent Living How To Guide (info packet). Pryor also noted that new referrals not receiving an IL guide would either have an immediate need for services or have received the guide previously, such as a previous consumer.
- Goal III Objective B, there had been 2451 older individuals (55 years or older) who met eligibility criteria and received services during the SFY.
- Goal III Objective C, there had been 1174 older individuals who met their goal and were closed successfully.

-Pryor also stated that the federal fiscal year stats will not be available until the 70B federal report is completed and they will be shared with SILC at that time.

-Added a new employee, half time with IL program and half with children’s program – she will be working on the 704 reports. The FED numbers will be available soon.

-IL workers do both Case management and skills training (life skills) – have added 15 contractors. Only one CIL has become a contractor who will be completing demographic assessments and/or skills training. It is not a big money maker, limited in scope.

-Shared that DARS will be auditing them soon.

-New consumers: apply within 60 days. Not a crisis intervention. Services are provided over 12 months. Most of their consumers have become blind over time.

-Goebel asked what agency is available for more immediate needs, newly identified as a person with blindness. Pryor stated that there is not an agency that is designated for them. Utilize other disability agencies and family/community supports.

Division for Rehabilitative Services – Amy Kantoff

-DRS’s waiting list. IL services program – 12 counselors providing direct services. Contracts with CILs. IL program has a waiting list (always has). Currently it is now 711 people. DRS is working on processes to be able to serve people more effectively. Trying to use the CILs to help with speeding up the process. But, also has increased the number of people wanting services.

-Quality of referrals received varies, which causes a hold up in getting applications processed.

-Purchasing regulations cause the process to slow down, especially with high priced items. Looking at how they can expedite the process. Wait list criteria are tied to purchases. Looking at changing the criteria and giving the counselor the ability to determine what and where the services are provided.

-Visit to ARCIL. LBB staff got to see a demonstration of services provided by CILs. What DARS provide and what ARCIL does was discussed.

-Greenlights and the SILC are working together for working on goal 4 and possibly rider 30.

Texas Department of Housing and Community Affairs – Terri Richard

- **The Amy Young Barrier Removal (AYBR) Program** – Provides one-time grants of up to \$20,000 to Persons with Disabilities who need modifications to increase accessibility. Project funding for 2014-2015 is \$1,626,477.
- **Project Access** – utilizes Section 8 Housing Choice Vouchers to assist low-income persons with disabilities in transitioning from institutions into the community. Eligibility includes
 - Having a permanent disability
 - Must meet one of the following: be an At-Risk Applicant; be current resident of a nursing facility, intermediate care, or psychiatric facility; be eligible for a pilot program with DSHS.

The number of Project Access vouchers administered by the Department has increased over time from the original 35 vouchers to 140 vouchers in 2013. Currently there are 185 on a waiting list.

- **Tenant-Based Assistance** – Applicants on the Project Access waitlist may be able to access rental assistance with HOME TBRA if a local TBRA Administrator exists while they wait for a Project Access Voucher to become available.
- **Online Clearinghouse** – featured on the 2011Texas.org website to provide an interactive resource for people with disabilities, as well as local providers, to find community-based affordable housing and services. Expected to launch Fall 2013.
- **Section 811 Update** – The State of Texas was awarded \$12M in Section 811 Project Rental Assistance funds. This 5 year funding award will enable TDHCA to provide a rental subsidy for 385 housing units designated solely for persons with disabilities. TDHCA is awaiting a Cooperative Agreement from HUD. This is the first step in the process. HUD anticipates releasing the CA in July.

Centers for Independent Living – Jim Bracato

-All CIL Executive Directors are members of TACIL, except for the Houston Director. It is a goal to expand out to underserved or unserved areas.

-The state legislature denied funding for additional centers. The CILs are going to continue to pursue funding elsewhere while regrouping for a new strategy.

-ADRC's (Area Disability Resource Centers), 14 exist. It is a one-stop shop to provide services and direction and in the future some case management to help people get to where they want to get in their independence.

-RISE has job incentive program, job creation, training, education.

SILC Chair – Saul Herrera (no report)

SILC Training

-Forms – Organizational Chart and Chart of accounts. Blye asked for a vote of approval from the Council. Bracato made a motion to approve the org chart with the change that Richard Couder is now the Treasurer. Batchelor seconded. Alexander made the motion to accept the chart of account and Swearingen seconded.

-Facts and Function – Page 5-6 duties of a SILC, required 5 core duties. Page 7, IL Structure. People First Language. Big focus is on the person, not the diagnosis.

Conference Update

-Planning Updates- Over 80 people have submitted proposals to speak at the conference. An email was sent that includes possible sessions and asked for feedback on preferred sessions for the conference; PAC members doing advocacy and education regarding accessibility.

-Hotel Review- Blye stated that anyone can look around the 3rd floor any time to see where the Conference will be held.

-Corpus Christi Access- Goebel informed the Council of things to do around the hotel.

-Other – Blye expressed the importance of stating a need or preference with food or accommodations when a survey or questionnaire is sent out to them.

-Goebel stated that they are looking for great exhibitors and asked for them to refer.

-Goebel expressed the need for sponsorship and asked the council to help spread the word.

Minutes drafted by: Rebecca Coleman

Signed by: X

Date:

Karen Swearingen, Secretary

Next meeting January 27-28, 2014