Originally Processed With FOIA(s):

FOIA Number:
S

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the George Bush Presidential Library Staff.

Record Group/Collection: Donated Historical Materials
Collection/Office of Origin: Frieden, Lex, Collection
Series: Disability Rights Organizations
Subseries:

OA/ID Number: 52054
Folder ID Number: 52054-004

Folder Title:
CBFL [Coalition for Barrier Free Living]/HCIL [Houston Center for Independent Living] '89 [1986-1990] [1]

Stack:	Row:	Section:	Shelf:	Position:
	5	3	1	5

~~[redacted]~~ by laws

membership

Chapter 2 article 1

The members of the CBFL shall consist each year of all those individuals & organization that ~~have made contributions~~ pay an ~~annual dues~~, annual membership fee according to a schedule adopted by the Board of Directors.

Internal Revenue Service

Department of the Treasury

District
Director

1100 Commerce St., Dallas, Texas 75242

Tax Exemption number: 74-1855952

Person to Contact:
E. O. Technical Assistor
Telephone Number:
(214) 767-3526
Refer Reply to:
4920:DAL:EO:TPA
Date:
December 1, 1986

Coalition for Barrier Free Living
3233 Weslayan, Suite 102
Houston, TX 77027

Dear Sir or Madam:

Our records show that Coalition for Barrier Free Living is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. This exemption was granted April 1975 and remains in full force and effect.

We have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are an organization described in section 170(b)(1)(A)(vi) and 509(a)(1).

If we may be of further assistance, please contact the person whose name and telephone number is shown in the above letterhead.

Sincerely,

Johnnye Smith

E. O. Technical Assistor

Internal Revenue Service
District Director

Department of the Treasury

Date: MAR 7 1979

Employer Identification Number:

Accounting Period Ending:
December 31
Form 990 Required: ☒ Yes ☐ No

Coalition for Barrier Free Living
P. O. Box 20803
Houston, TX 77025

Person to Contact:
Judy Hitchcock
Contact Telephone Number:
(512) 397-5716

AUS:EO 79-663

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than $10,000. If a return is required, it must be filed by the 15th day of of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Robert M. McKeever

Robert M. McKeever
District Director

This letter modifies our letter of November 19, 1976, granting you exemption under section 501(c)(4) of the Code.

COALITION FOR BARRIER FREE LIVING, INC.

BYLAWS

CHAPTER 1

NAME AND PURPOSE

ARTICLE 1 THE NAME OF THE ORGANIZATION SHALL BE THE COALITION FOR BARRIER FREE LIVING. (ALSO REFERRED TO AS "CBFL").

ARTICLE 2 THE PURPOSE OF THE CBFL SHALL BE TO MINIMIZE THE BARRIERS THAT OBSTRUCT THE DISABLED INDIVIDUAL FROM ACHIEVING THE EQUALITY OF OPPORTUNITY AND RESPECT DUE EVERY HUMAN BEING.

ARTICLE 3 THE DEFINITION OF A DISABLED INDIVIDUAL IS THE SAME ONE AS A CONSUMER OF REHABILITATION SERVICES UNDER THE REHABILITATION ACT OF 1973.

CHAPTER 11
MEMBERSHIP

ARTICLE 1 THE MEMBERS OF THE CBFL SHALL CONSIST EACH YEAR OF ALL THOSE INDIVIDUALS AND ORGANIZATIONS THAT HAVE MADE CONTRIBUTIONS TO THE CBFL FOR EACH YEAR.

ARTICLE 2 AN ANNUAL MEETING SHALL BE HELD IN THE FIRST FISCAL QUARTER OF EACH YEAR AT A TIME AND PLACE DESIGNATED BY THE BOARD OF DIRECTORS. AT EACH ANNUAL MEETING THE PRESIDENT OF THE CBFL SHALL REPORT TO THE MEMBERS ON THE STATUS AND AFFAIRS OF THE CBFL, AND NEW MEMBERS OF THE BOARD OF DIRECTORS SHALL BE ELECTED.

ARTICLE 3 NOTICE OF EACH ANNUAL OR SPECIAL MEETING SPECIFYING THE TIME AND PLACE THEREOF, AND IN CASE OF A SPECIAL MEETING, THE PURPOSE FOR WHICH THE MEETING IS CALLED, SHALL BE PUBLISHED AT LEAST ONE TIME IN A NEWSPAPER OF GENERAL CIRCULATION IN HOUSTON, HARRIS COUNTY, TEXAS, NOT LESS THAN TEN DAYS PRIOR TO THE DATE OF THE MEETING. SPECIAL MEETINGS MAY BE CALLED BY THE PRESIDENT OF CBFL OR BY THE BOARD OF DIRECTORS.

ARTICLE 4 THE MEMBERS PRESENT AT ANY MEETING SHALL CONSTITUTE A QUORUM AND EACH MEMBER SHALL HAVE ONE VOTE. NO MEMBER SHALL BE ENTITLED TO VOTE BY PROXY OR ANY QUESTION BEFORE THE MEMBERSHIP: BUT A MEMBER OTHER THAN A NATURAL PERSON MAY VOTE THROUGH HIS REPRESENTATIVE.

CHAPTER III
BOARD OF DIRECTORS

ARTICLE 1 THE CBFL BOARD OF DIRECTORS SHALL CONSIST OF THIRTEEN (13) MEMBERS, NINE (9) OF WHICH MUST BE DISABLED INDIVIDUALS.

ARTICLE 2 THE BOARD SHALL CONSIST OF FOUR (4) OFFICERS. EIGHT (8) OTHER DIRECTORS AND THE IMMEDIATE PAST PRESIDENT.

A. THE OFFICERS SHALL BE PRESIDENT, VICE-PRESIDENT, SECRETARY, AND TREASURER.

B. THE PRESIDENT AND THE VICE-PRESIDENT MUST BE DISABLED INDIVIDUALS.

ARTICLE 3 ALL BOARD MEMBERS SHALL SERVE A TERM OF TWO (2) YEARS.

A. THE FOLLOWING POSITIONS WILL BE ELECTED IN ODD NUMBERED YEARS: PRESIDENT; VICE-PRESIDENT; AND FOUR (4) OTHER DIRECTORS.

B. THE FOLLOWING POSITIONS WILL BE ELECTED IN EVEN NUMBERED YEARS: SECRETARY; TREASURER AND (4) OTHER DIRECTORS.

ARTICLE 4 THE IMMEDIATE PAST PRESIDENT SHALL SERVE AS A DIRECTOR, WILL VOTE.

ARTICLE 5 A QUORUM SHALL EXIST WHEN SEVEN (7) OF THE THIRTEEN (13) BOARD MEMBERS ARE PRESENT AT A MEETING.

ARTICLE 6 ANY BOARD MEMBER WHO MISSES TWO (2) CONSECUTIVE OR THREE (3) TOTAL MEETINGS A YEAR IS SUBJECT TO DISMISSAL BY A MAJORITY VOTE OF THE BOARD. NOTICE OF DISMISSAL SHALL BE GIVEN IN WRITING BY THE PRESIDENT.

ARTICLE 7 THE BOARD SHALL MEET MONTHLY AT A TIME AND PLACE DESIGNATED BY THE BOARD UNLESS OTHERWISE NOTIFIED.

ARTICLE 8 THE BOARD SHALL FILL ANY VACATED BOARD POSITION OTHER THAN THAT OF PRESIDENT.

ARTICLE 9 IN THE EVENT OF A VACANCY IN THE OFFICE OF PRESIDENT, THE VICE-PRESIDENT SHALL SUCCEED TO THE PRESIDENCY.

CHAPTER IV
COMMITTEES

ARTICLE 1 THE EXECUTIVE COMMITTEE SHALL BE CONSIDERED A STANDING COMMITTEE COMPOSED OF THE PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, AND IMMEDIATE PAST PRESIDENT.

ARTICLE 2 THE BOARD OF DIRECTORS OF CBFL MAY CREATE OR DISSOLVE ANY OTHER COMMITTEES BY A SIMPLE MAJORITY VOTE.

CHAPTER V
PAID STAFF

ARTICLE 1 THE POSITION OF EXECUTIVE DIRECTOR MAY BE ESTABLISHED TO ADMINISTER SERVICE PROGRAMS OF THE CBFL.

A. THE BOARD OF DIRECTORS SHALL SCREEN CANDIDATES FOR SUCH A POSITION.

B. THE BOARD SHALL VOTE AN INDIVIDUAL FOR THIS POSITION.

C. THE CBFL BOARD SHALL HAVE THE POWER TO REVIEW AND TERMINATE THE EXECUTIVE DIRECTOR.

D. THE CBFL BOARD OF DIRECTORS SHALL HAVE THE AUTHORITY TO ABOLISH THE POSITION OF EXECUTIVE DIRECTOR.

E. THE EXECUTIVE DIRECTOR WILL BE A DAY-TO-DAY SPOKESPERSON FOR THE CBFL, UNLESS OTHERWISE STATED BY THE BOARD.

CHAPTER VI
FINANCE

ARTICLE 1 THE CBFL MAY UPON A TWO-THIRDS (2/3) VOTE OF THE FULL BOARD ACCEPT GRANTS, CONTRACTS, AND MAKE AND LET CONTRACTS IN CONNECTION WITH OPERATIONS OF THE CBFL.

ARTICLE 2 OFFICIAL SIGNATURES OF CBFL SHALL BE SIGNATURES OF ANY TWO OF SIX PEOPLE DESIGNATED BY THE BOARD OF CBFL.

CHAPTER VII
RECORDS

ARTICLE 1 ALL OFFICIAL RECORDS SHALL BE MAINTAINED IN THE CBFL OFFICE OR IN A PLACE DESIGNATED BY THE BOARD OF CBFL.

CHAPTER VIII
FISCAL YEAR

THE FISCAL YEAR OF THE CBFL SHALL BE THE SAME AS THE CALENDAR YEAR.

CHAPTER IX
PARLIAMENTARIAN AUTHORITY

ARTICLE 1 UNLESS OTHERWISE STATED IN THESE BYLAWS, ROBERTS RULES OF ORDER, LATEST EDITION, SHALL GOVERN THE MEETINGS OF THE CBFL, TO THE EXTEND REASONABLY POSSIBLE.

ARTICLE 2 A PARLIMENTARIAN SHALL BE APPOINTED BY THE PRESIDENT WITH MAJORITY APPROVAL OF THE BOARD. THE PARLIMENTARIAN'S TERM SHALL EXPIRE WITH THE TERM OF THE PRESIDENT WHO MADE THE APPOINTMENT.

CHAPTER X
REPRESENTATION

ARTICLE 1 THE OFFICIAL SPOKESPERSON OF THE CBFL SHALL BE THE PRESIDENT OR HIS/HER DESIGNEE.

ARTICLE 2 THE BOARD MAY APPOINT MEMBERS TO REPRESENT THE CBFL TO OTHER ORGANIZATIONS OR GROUPS, AS APPROPRIATE.

ARTICLE 3 NO OTHER INDIVIDUAL OR GROUP MAY REPRESENT THE CBFL TO ANY OTHER INDIVIDUAL OR ORGANIZATION UNLESS APPOINTED BY THE BOARD.

CHAPTER XI
DISSOLUTION OF CBFL

ARTICLE 1 THE CBFL MAY BE DISSOLVED BY A TWO-THIRDS (2/3) VOTE OF THE MEMBERSHIP OF THE CBFL AT A SPECIAL MEETING SPECIFICALLY CALLED FOR SUCH A PURPOSE.

ARTICLE 2 UPON DISSOLUTION, ALL ASSETS REMAINING AFTER PAYING THE CBFL OBLIGATIONS SHALL BE DISTRIBUTEDBY THE GENERAL ASSEMBLY TO ANY OTHER ORGANIZATION SHARING THE PURPOSE STATED IN CHAPTER 1. ARTICLE 2.

CHAPTER XII
AMENDMENTS

AMENDMENTS TO THE PRESENT BYLAWS SHALL COME INTO FORCE FOR ALL MEMBERS OF THE CBFL WHEN THEY HAVE BEEN ADOPTED BY A MAJORITY VOTE OF THOSE PRESENT AT ANY GENERAL ASSEMBLY MEETING.

CHAPTER XIII
ADOPTION

THESE BYLAWS HAVE BEEN AMENDED, ACCEPTED, AND ADOPTED IN A GENERAL ASSEMBLY MEETING HELD ON THE DATE SET FORTH BELOW.

_____
PRESIDENT

_____
SECRETARY

_____
DATE

COALITION FOR BARRIER FREE LIVING

BOARD MEETING

FEBRUARY 26, 1990

A G E N D A

I. Call to order

II. Secretary's report: Approval of minutes

III. Treasurer's report

IV. President's report

V. Committee reports:
- Advocacy
- Search
- Nominating
- Planning

VI. Executive Director's report

VII. Old business

IX. New business

X. Adjourn

Executive Director's Report
to
CBFL Board of Directors

February 26, 1990

Personnel

As of February 28, 1990, the term of my contract with CBFL is up. A new contract will need to be drawn up if my services are required beyond that point.

As of February 7th, Kathleen Kronk has resigned as paid staff attendant for personal reasons.

Finance

George Baugh and Company has submitted a bid for the 1989 audit. The proposed fee is $3,800, which is the same fee as this firm charged us for the 1988 audit they completed. We are waiting on two (2) additional bids from Andrew Shebay and Charles Grisby.

We are still waiting for the completion of the Guidebook audit report from Mr. Grigsby.

Bonding is still being investigated.

Programs

The Guidebook is completed and 9,720 copies are at HCIL.

Steve Masters is working on a Guidebook project and has met with Roberta and myself. He will develop an abstract and meet us to discuss it.

The TRC first quarterly report for this grant year went in on time. Copies are available upon request.

HCIL will be amply represented at the upcoming DHS Town Meeting with three (3) staff and one (1) board member attending and myself and Roberta as facilitator and resource person respectively.

The payment from DHS for the classes at Airport Landing has been received and I have scheduled a meeting with Rose Dillon this week to discuss next steps.

Susan DeVault and Maria Ubillus will attend the ADAPT ADA rally in Washington, D.C. from March 11-16, 1990.

A letter to the Economic Summit planning committee has been drafted and has been forwarded to the CBFL President for approval.

The letters of support for SW Bell have been sent.

I have contacted TEC Disabled Workers Programs and HCIL may be able to get a person for 15 hours per week for 13 weeks paid for by TEC as a work experience. A job description has been developed for a part-time receptionist and will be submitted.

CBFL Planning Committee

February 22, 1990

Attending: Peg Nosek, Chairperson, Linda Pickle, Mary Faithfull, Alan Meyer.

The meeting began with a review of the board retreat and the decisions reached there. Discussion centered around the proposed structure of the organization and how to utilize the staff of HCIL to best achieve the aims for the organization.

The mission of CBFL/HCIL, to make the community accessible and aware and to empower and enable individuals to meet their own and hopefully other people's needs, would best be achieved through a broadbased volunteer consumer organization which seeks to empower individuals by involving them in a process of addressing needs and achieving goals both individually and as a group.

The staff would act to develop the organization and its sub-parts, i.e., board, committees, programs, task forces, and to assist and enable individuals through coordinating their involvement in the organization. Thus the primary roles of staff would be development and coordination.

It was felt that these roles might best be filled by a staff which is crossed-trained in all the programs of the organization, who coordinate specific programs such as I & R or Peer Associate and who have responsibility for assisting the organization and individuals within it in meeting their goals.

It was also thought that funds might be sought to start a VISTA type paid volunteer program within CBFL/HCIL.

Houston Center for Independent Living
Title VII Part B
Grant Year: October 1, 1989 thru September 30, 1990
Financial Statement as of Janaury 31, 1990

Approved Budget for 10/01/89 - 09/30/90		$ 276,091.00
Requested Funds thru Janaury 1990 (4 months)	$84,718.00	
Expenditures thru 01-90 (4 months)	90,299.36	
Total Expenditues thru 01/90 over(under) Receipts	5,581.36	(90,299.36)
Budget Funds remaining thru 1/31/90		$ 185,791.64

January 1990 Bank Reconciliation

Beginning Balance as of 1-1-90	4,581.72
Estimated Prior 1987 Budget Carryover	- 3,795.92
Deposits added-January 1990(grant money and refund office supply	+ 22,770.66
Expenditures (Checks 3406-3442)	25,498.43
Bank Balance as of 1-31-90	1,941.97

Bank Balance as of 2/26/90

Balance 2-1-90	$ 1,941.97
Checks Issued (3443 - 3467)	- 12,624.90
Deposits	+ 17,667.00
Balance as 2-26-90	6,984.07

2/26/90

Houston Center for Independent Living
CBFL/HCIL General Bank Account
Financial Statement as of January 31, 1990

January 1990 Bank Reconciliation

Beginning Balance as of 1-1-90			$ 26,068.77
Less: Expenditures (Checks 2534-2546)			- 7,579.51
Less: Checks Outstanding (Prior Months)			- 357.53
Plus: Deposits for January 1990 Repay InterFund Loan			+ 5477.03
Contributions - SW Bell	$ 500.00		
Fee for Interpreting Service-	39.50		
Fee for Rehabilitation Conference/Arkansas	156.08		
ASL Classes	688.00		+ 1,383.58
Balance Sub-Total as of 1/31/90:			$ ~~19,515.31~~ 24,992.34

MEMO:

Unpaid committed funds to Larry Pollock, Ph.D.	- 4,636.67
Balance as 1/31/90:	$ ~~14,878.64~~ 20,355.67

Bank Balance as of 2/26/90

Balance		$ 14,878.64
Less: Checks Issued (2547-2564)		- 1,629.41
Plus: Deposit Deposits		+ 5477.03 + 2,795.88
Balance as of 2/26/90		$ ~~16,045.11~~ 21,522.14

2/26/90

Houston Center for Independent Living
CBFL Guidebook Project

Balance as of January 1, 1990		$ 4,422.00
Obligations - Printing cost of Guidebook	$ 4,422.00	
	Balance as of 01/31/90	$ 4,422.00

Audit has been made and are awaiting finalization from auditor.

Coalition for Barrier Free Living
Savings Account/Texas Commerce Bank

Balance as of 1/31/90	$ 2,679.63

2/26/90

HCIL/CBFL

BOARD OF DIRECTORS

January 29, 1990

Attending: Joyce Frieden, Linda Pickle, Paul Chase, Glenda Millar, Peg Nosek, Scott Schneider, Peggy Kanellos, Alan Meyer, Acting Executive Director.

The meeting was called to order by President Nosek at 5:40. Secretary's Report: Minutes of the November 13, 1989 meeting were approved. Minutes of the November 30, 1989 meeting are still outstanding.

Treasurer's Report: Treasurer's report submitted by G. Millar. Of note was a $10,000 Contribution from Alta Logenbaugh to HCIL for restricted use. P. Kanellos moved to accept the Treasurer's report; second by L. Pickle. Passed.

President's Report: President Nosek reported on the January 27 annual Board of Directors retreat (minutes attached). Regarding a discussion pertaining to the August 31, 1989 decision to incorporate HCIL as an organization separate from CBFL, G. Millar moved that HCIL not incorporate as a separate organization; Second by L. Pickle. Passed with one abstention. The President's Report and retreat minutes were accepted as revised.

The President recommended that the By-Laws be amended to create the position of President-Elect; this would eliminate the direct immediate election of the President. Discussion related to the current officer/Executive Board structure and the CBFL election process. She will talk with Nominating Committee chairperson Mary Faithfull about the current election process and ways to improve it.

The President will schedule a February CBFL General Assembly meeting in preparation for the Annual Meeting in March.

COMMITTEE REPORTS:

1. Advocacy

   a. Transportation: L. Gerkin reported that accessible buses are expected in March. Drivers are being trained. Consumer information is being prepared.

   b. Americans with Disabilities Act: Representative Tom DeLay held a public meeting which demonstrated sentiment strongly opposed to ADA. CBFL will use its influence to put pressure on Representative DeLay to explain his position to his disabled constituents and the community. His district includes southwest Houston, Bellaire, Sugarland. A. Meyer will convene a task force to develop a strategy.

   c. DHS Town Meeting: CBFL will be represented at the February 27 Town Meeting by Peggy Kanellos.

   d. Southwestern Bell: has requested a letter of support for their efforts to change the terms of the Modified Final Judgement which presently prohibits certain activities on their part (manufacture equipment and provide data transmission).

2. Search Committee: P. Chase reported that applications are being reviewed and screened.

Old Business:

The Board decided to renew our membership in the Greater Houston Partnership at $250/yr.

The Acting Director will check into a bond/insurance policy.

Steve Masters has volunteered to spearhead an effort to publish a new Houston Accessibility guide book.

A. Meyer will pursue an effort to ensure the accessibility of the July Economic Summit Meeting at Rice University.

The meeting was adjourned at 7:10 pm.

Respectfully Submitted

Peggy Kanellos

Peggy Kanellos, Secretary

HCIL/CBFL

ANNUAL BOARD RETREAT

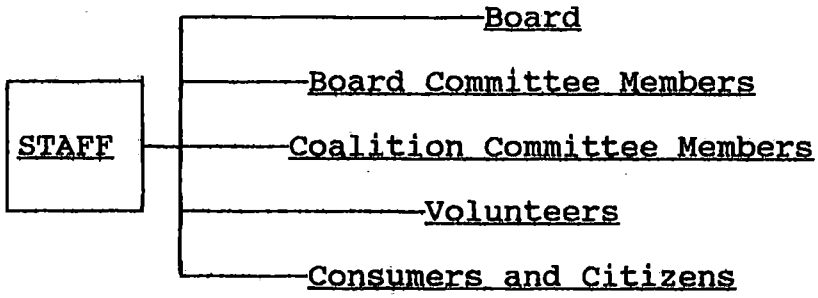
January 27, 2990

Attending: Glenda Millar, Linda Pickle, Laurie Gerkin, Peg Nosek, Joyce Frieden, Paul Chase, Peggy Kanellos, Alan Meyer

1. Separation of HCIL from CBFL. The following options were identified:
   a. Maintain status quo
   b. Separate into 2 separate, distinct organizations
   c. Single organization delivering advocacy services from a new model

The Board agreed that the organization should function as a largely voluntary grass-roots organization supported by a small flexible, advocacy-oriented staff which enables the volunteers and consumers to access resources.

The Organization would be structured as follows:



The function of the organization is (1) to remove barriers in the community and (2) to empower individuals.
Individuals would be empowered by receiving support and education to solve problems, and by involvement in larger issues of system advocacy that affect their lives.

Each staff member would be expected to perform as a generalist as well as a specialist who would coordinate his or her area of expertise. Staff would also have system advocacy responsibility.

The estimated period of implementation would be approximately one year.

Issues:

Board - Staff relationships

Staff Development

Board Development

Job Descriptions

Supervisor approach

Accountability

Expectations for new Executive Director and holding the person accountable for performance

Six month probationary period for new director

Fulfilling the intent of the Core Areas (I&R, Peer counseling, Advocacy, IL Skills)

2. Board Structure

A. Committees for planning and oversight and for carrying out community functions

1). Executive Committee

2). Financial oversight/fund raising

3). Outreach/membership

(Public Relations, Marketing, needs assessment)

4). Personnel and policies

(Evaluation of Executive Director, personnel policies, etc.)

5). Planning/Evaluation

6). Nominating/Board Development

7). By Laws

8). Advocacy Coordinating Committee

B. Create Ad Hoc Committees to deal with specific time-limited issues, probably advocacy issues.

C. Committee would be chaired by Board Member, but Committee Members would come from volunteers, consumers and other community members.

D. Board Meeting

Committee Reports

Decisions on action items

Decision: Board decided, that the Center will operate as one organization for one year to evaluate the efficacy of combining HCIL and CBFL.

4. Decision: Activate Committees

A. Finance: Glenda Millar

B. Outreach/Public Relations:

C. Personnel: Paul Chase

D. Planning/Evaluation: Peg Nosek, Linda Pickle [possible: Jim Laughlin, Mary Faithfull]

E. Nominating: Mary Faithfull, Peggy Kanellos, Scott Schneider, Ann Dorst, Shirley Herzog [6 elected positions, one appointed position. The following positions are to be filled by election: Kanellos, Chase, Johnson, Millar, Dillon, Champion] Nominations should be completed by February 28. Will renominate Chase, Millar, Kanellos.

AGENDA
ANNUAL BOARD RETREAT
Houston Center for Independent Living
Coalition for Barrier Free Living
January 27, 1990

10:00-11:30	Discussion and decision about separation of HCIL from CBFL
11:30-12:00	Develop goals for 1990 Board and Center activities
12:00-1:00	Lunch
1:00-2:00	Continued goal setting session
2:00-3:00	Develop agenda and quidelines for new Center Director
3:00-4:00	Develop 1990 agenda for the CBFL/HCIL Board of Directors

HCIL Executive Director Performance Evaluation

B1. Accomplishment of the mission of HCIL

o Has there been growth and improvement of effectiveness in the areas of:

- peer counseling
- information and referral
- skills training
- advocacy

comp to other centers

Vicki

in terms of:

- number of new activities/programs/services
- number of consumers
- consumer satisfaction

B2. Fiscal management

A. Financial health
- o Are all funds accounted for in an acceptable manner?
- o Are bills paid on time?
- o Is there excessive or inappropriate interfunds borrowing?
- o Are debts paid in a timely fashion?
- o Is the system for recouping outstanding balances effective?

Glenda

B. Relationship with funding agencies, referral sources and consumers
- o Are reports submitted on time and are they of good quality?
- o Are contracts fulfilled to the satisfaction of the contractor?
- o Are grants fulfilled to the satisfaction of the grantor?
- o Are referral sources satisfied with what their clients received from HCIL?
- o Does HCIL have a good relationship with other community organizations with which it collaborates on certain projects?
- o What is the level of satisfaction of twenty randomly chosen consumers?

Peg

C. Utilization of resources
- o Is staff time used efficiently for the achievement of HCIL's mission?
- o Are uncommitted funds used effectively for the achievement of HCIL's mission?
- o Are travel funds used effectively for the achievement of HCIL's mission?
- o Are consultant funds used effectively for the achievement of HCIL's mission?
- o Are facilities and equipment used effectively for the achievement of HCIL's mission?
- o Are volunteers used effectively?

Larrie

D. Growth (over a one year period)
o Has the budget increased in terms of:
- grant funds
- contracts
- fee for service
- donations

Glenda

B3. Fulfillment of commitments

Peggy

o Are objectives of all current grants, contracts, and agreements being fulfilled?

B4. Board and Executive Director interaction

Laurie

o Have board directives been carried out completely and in a timely fashion?
o Has the board been given adequate and accurate information on HCIL status and activities?
o Has staff support for Board committees been effectively delegated and implemented?
o Has the ED been an active participant and initiator in fund raising activities?

B5. Other issues

Personnel management

Peg

o Have personnel policies been effectively implemented?
o Have new staff been hired and oriented appropriately?
o Have personnel problems been managed effectively?

Executive Director should provide to Board executive committee:

- list of new activities/programs/activities and number of consumers in the four main services areas (peer counseling, I & R, skills training, advocacy) currently as compared to one year ago.

- list of all funding sources, including grants, contracts, fee for service agreements (with name of contact and phone number for each).

- reports to funding sources selected by Board

- name and phone of contact of top three referral sources

- name and phone of contact of three other community organizations or individuals with which HCIL has collaborated on certain projects.

- name and address of twenty randomly selected consumers

- accounting for expenditure of uncommitted, travel, and consultant funds for the past year.

- list of the number of volunteers over the last year and types of services they performed.

- total amount of funds from grants, contracts, fee for service, donations, and other sources over the past year compared to the previous year.

- list of objectives in all current grants, contracts and agreements.

United Way
U of H Karen Waldeman 749-1527

Houston Area Women's Center
Cassandra Thomas
PVA - LC Harrison
Deaf awareness wk
Charles Trevino HCC
MS Soc, Ann Alexander

DHS Katherine Washington

HCIL EXECUTIVE DIRECTOR EVALUATION

B1. Accomplishment of the mission of HCIL

* Has there been growth and improvement of effectiveness in the areas of:

PEER COUNSELING

HCIL currently employs two individuals who specifically provide peer counseling services - one who has a mobility impairment, and one who is deaf. Except for the first two years the center was open, the average number of persons to perform this function has been about two. Obviously, these two individuals cannot provide peer counseling services to the entire community of disabled persons in the greater Houston area. HCIL has created throughout fiscal year 1988-89 other options for peer assistance, however. For example:

Support Groups

HCIL now coordinates two different peer groups that meet some specific needs that were never addressed before. Many times as a person explores options to living independently, he needs to hear how others have accomplished their goals. For about a year now a general group has been meeting once a month to share these kinds of issues. The group averages from anywhere between 4 to 10. Occasionally, two individuals will pair of and use each other as peer support.

Another support group evolved from HCIL's new collaboration with the Houston Area Women's Center, and the hiring of the current Education/Group Coordinator. Once a week, Sue Carver works with a group of people (usually all women) with hearing impairments on issues related to being victims of rape or incest.

HCIL plans to increase the number of support groups during the 1989-90 fiscal year.

Volunteer Peer Support

To date HCIL has trained about 12 good peer associates from the community who have some time to work with consumers - people who staff members have named ready to work with an ongoing peer "associate or coach." Many times once an individual receives the initial intake, and sometimes even ongoing counseling by center employees, they might continue to need someone they can call upon just to coach them through something. At least one third of those who have received training are conducting this type of service in the community, and HCIL has about three individuals that volunteer in house that are available as well.

Peer Assistance through the Community Advocacy Coordinator

Peer Assistance through.....

Last January 1989 - HCIL hired its first Community Advocacy Coordinator. Although there have been ups-and-downs with the person who was hired - she has a remarkable way of involving people with disabilities in peer relationships and involvement through the HCIL system. If an individual has an interest in pursuing a skill he might have, but feels a little uncomfortable pursuing it alone, Susan matches them with someone who needs a similar kind of "boost." For example - there is a gentleman who has been coming to HCIL for services since the doors first opened. Every agency in town has closed their books on him - even HCIL at one time. This individual has always been eager to "stay involved" - not only as a consumer, but most importantly to him - a contributor. Due to the nature and severity of his disability - most people will not even talk to him on the telephone. He has severe cerebral palsy. Our new Advocacy Coordinator is not only patient enough to talk to him - but has matched him with another consumer who comes to the center, and the two are now contributors to the SPECTRUM newsletter - and a new leisure time module being designed for other people who are similar to them. Through working on SPECTRUM, Susan is also involving others who need this type of empowerment.

Susan also works with consumers on individual advocacy issues. Susan acts in a peer assistance role. One woman was experiencing discrimination on the job and Susan has assisted in letter writing, referrals to Employment discrimination investigators through EEOC, encouragement to attend advocacy meetings or legislative hearings, etc...

Although reporting of peer counseling services continues to need restructuring, peer counseling services have improved.

INFORMATION AND REFERRAL

I & R statistics actually speak for themselves -

In years 1987-88 - 1,806 information and referral calls were handled.
In years 1988-89 - 2,876 information and referral calls were handled.

The numbers have doubled, and with the implementation of units of service in 1989-90 they should bedoubled again. As the speakers bureau that we have planned starts functioning, and visibility continues to improve these numbers will grow rapidly. Attached to this narrative are letters from people who have shown sincere thanks for this service in writing. I hired Jeff Fox for this service in September of 1988.

ILSKILLS TRAINING

The following is a list of independent living skills training classes HCIL has conducted in 1988-89:

- assertiveness
- wheelchair maintenance
- attendant management
- sexuality
- nutrition

IL SKILLS.....

- stress management
- improving self esteem
- income tax assistance
- financial management
- using a tty
- deaf parenting
- introduction to independent living
- leisure time

IL Skills Training services through HCIL has always had a lower turnout than satisfactory. Two reasons have been identified. Originally, transportation was the key problem, and we suspect that consumer frustration with Metrolift continues to be a problem, but currently - the problem identified is that of an inadaquate marketing plan for the classes. We have proposed a week-long retreat for the purpose of creating a 1989-90 marketing plan (among other things), but for the past few years there has been no specific plan that we could follow for this particular service.

A marketing plan should be implemented early in the new year. Also, the staff and board has identified that the IL Skills Training component of HCIL should be a key program area for soliciting foundation or corporate funding. Frankly, this service has not shown much improvement in several years and should be one of HCIL's main priorities. HCIL does have an excellant roster of potential instructors who are waiting to be called upon for their expertise.

ADVOCACY

Advocacy has been emphasized in 1988-89 as an extremely high priority. All staff members have been instructed to participate in extracurricular (for lack of a better term) advocacy activities in the community as much as possible, assuring them that with improved advocacy efforts - more access will come to already existing services throughout the community (ie: housing, employment, transportation...)

With the creation of the Advocacy Coordinator position, the national interest in transportation, and attention aroused by the Fair Housing Act and ADA - there is no doubt that advocacy services have improved and accomplishments have been made:

- CBFL meetings have improved significantly in attendance
- METRO has committed to lifts on buses
- Consumers are organizing to improve services or to voice their opinions for their need for more options
- Channel 13 has implemented a new closed-captioning news service
- All three stations have called upon HCIL for statements from the "disabled community"
- City officials invite themselves to our facility and not always vice-versa
- Radio stations call us to hear our opinions of issues
- Newspaper reporters call us

In August about 300 individuals attended Congressional hearings held

Advocacy.....

here in Houston, and HCIL/CBFL assisted in coordinating most of the activities and specifically "getting the word out."

HCIL has definitely accomplished a large portion of its mission through advocacy in fiscal year 1988-89.

NEW ACTIVITIES/PROGRAMS/SERVICES

Social Activities

A stronger emphasis has been placed this past year on improving social and recreational oportunities through HCIL. Everyone now receives a monthly calendar of events outlining what is going on in-house, and sometimes in the community at large. A new consumer-run newsletter is being produced at this time to encourage the involvement of grass-roots individuals who have something to share or who want to share their specific talents with others who have the same need.

A fishing trip in September was coordinated by HCIL that had the attendance of about fifty people with disabilities. The most severely disabled people rode speed boats, picnicked, and fished throughout the day

In July HCIL sponsored its first dance for people with all types of disabilities. People with mobility impairments, visual impairments, emotional/mental impairments, spinal cord injury, neurological impairments - you name it - attended the dance. Only $7.00 was spent due to donations of food, drinks, decorations, etc...

Advocacy Activities

Advocacy activities to acquire lifts on buses, planning activities around the August Congressional hearings, the coordination of CBFL meetings, and all other advocacy is new to HCIL. There have even been times in HCIL's history where directors told staff members not to involve themselves in advocacy coordination in the community.

Gulf Coast CTD

Although the GCCTD was conceived about four years ago, it was dropped early on. During the past year it has been revived. Last February 14th, it was kicked off at the new Metropolitan Multi Service Center and had a representation of about 100 organizations throughout the community.

TDHS Contract

Last June HCIL was approached by representatives from Texas Department of Human Services to create a training curriculum for persons with disabilities who were presently on their caseload for twenty-four-hour attendant services. They requested that we address assertiveness, self esteem, and stress management issues consumers seemed to lack an awareness of. The initial contract was for August 1989, but the potential for HCIL to contract throughout the 1989-90 year is also there.

New Activities.....

Partnership With Houston Area Women's Center (HAWC)

HCIL had the pleasure of being approached by the HAWC to share and colaborate on womens issues as they related to disabled women specifically - deaf women even more specifically. They provided HCIL with rape crisis intervention classes in exchange for inservice training, and assistance with the acquisition of ttys for a new service for deaf women in crisis. HCIL assisted by advocating for Southwestern Bell to purchase about nine ttys, and the rape/incest support group was also implemented as a result of this new involvement.

NUMBERS OF CONSUMERS

In fiscal year 1988-89 over 3,000 services were provided to consumers.

2,876 I&R calls were handled, 80 new intakes were conducted.

With the implementation of reporting through measuring units of service, all numbers should sky-rocket in the next fiscal year. In comparing the numbers to previous years, they have doubled since last year, and in the seventh fiscal year, before I was hired as director the annual report states that only 500 were served.

CONSUMER SATISFACTION

No consumer satisfaction evaluation was conducted in 88-89, however the attached letters, and the random interviews that were conducted in setting up the long-range-plan, and this evaluation should help measure consumer satisfaction.

IN SUMMARY:

I am aware there continue to be deficits in my management. I am slow about turning in reports, communication breaks down with the Board at times, and a couple of projects have not had closure when they should have. I also have health problems and need a better plan for action when I am not available. Fiscally, I have a right arm I depend too much on (Sandra). I have talents, however, that I would like to be considered in the evaluation:

- I have tens years of experience in our CBFL
- I can work with people of any level (from the grassroot consumer to a congressman in D.C.)
- I completely understánd the independent living philosophy - and how the Houston community relates to it
- I am improving in personnel management and organization
- I am willing to admit my mistakes, and eager to learn how to correct them in a more expedient fashion
- I am the most honest E.D. HCIL has ever had, and I will not jump into projects that will haunt CBFL for years to come (Guidebook, bingo, etc...)
- My first year I was confronted by a fire, a re-location, the death of a staff member, a personal loss that devistated me for about a year...

I truly believe that HCIL has improved in spite of serious problems, but also because we have a director that can be flexible, and a board and staff that is as committed as they are. Let me restructure, and give me six months.

HCIL Executive Director Performance Evaluation

Presented by: Glenda Millar
CBFL Treasurer

DATE: November 29, 1989

B2. Fiscal management

A. Financial health

Question: Are all funds accounted for in an acceptable manner?
Answer: Yes, funds are accounted for in an acceptable manner.
Question: Are bills paid on time?
Answer: Yes, bills are paid on time.
Question: Is there excessive or inappropriate interfund borrowing?
Answer: No, there is no interfund borrowing.
Question: Are debts paid in a timely fashion?
Answer: Yes, debts are paid in a timely fashion.
Question: Is the system for recouping outstanding balances effective?
Answer: No. System for recouping balances effective as follows:

1. Travel Advances are not cleared and charged to travel expense on a timely basis.
2. Some travel expenses were originally stipulated as reimbursable by some organization and there is no follow-up in this office to recoup these reimbursable travel expenses.
3. Accounts receivable balances exist on Interpreting Services for current and prior years. The Center no longer provides this service.

D. Growth (over a one year period)

Question: Has the budget increased in terms of:
- grant funds, contracts, fee for service, donations?

Answer:

Grant Funds

I. Title VII-B grant funds:
October 1, 1987-September 30, 1988 grant year expenditures were $250,000. Grant year 10/01/88-09/30/89 was increased 10% to $275,500. ($500.00 for Performance Evaluation Training-Travel was returned to TRC as requested by TRC). The approved budget for grant year October 1, 1989-September 30, 1990 is $276,091, an increase of $1,091 over final October 1, 1988-September 30, 1989 budget actual of $275,000. There is not an appreciable increase of the current 1989-90 budget over the previous 1988-89 budget.

Three (3) year budget breakdown:	Actual '87-88	Actual '88-89	Approved '89-90
Personnel and Fringe Benefits	$171,313	$209,670	$219,091
Rent	19,452	25,000	25,000
Consultants	11,795	11,130	6,000
Telephone	11,304	9,500	11,000
Other Expense	36,136	19,700	15,000
Total	$250,000	$275,000	$276,091

Travel expense budgeted for Grant Year 1989-90 has been increased $2,920 below 1988-89 grant year actual. Consultant expense budgeted for 1989-90 grant year has, to date, decreased $5,130 below 1988-89 grant year.

II. Older Deaf/Blind Project/Title VII-C Grant:
The remaining funds of $5,049 has been returned to the Texas Rehabilitation Commission as of October 1989.

Contracts

I. City of Houston Guidebook Grant:
The guidebook grant has not been finalized and is pending due to a final decision in the printing of this directory. City of Houston required independent audit is also still pending. Funding remains in bank account to pay the Center for the Retarded for printing cost.

General

Fee for Service

I. TRC Change Support Group/Head Injury Program two (2) year comparison analysis.

	1988	1989/10mon
Client Fees Received	$ 7,782.	$15,875
Dr. Pollock Charges	7,600	13,162*
Total fees received over (under) charges	$ 182.	$ 2,713

* Of this total it is estimated that $7,562.is still due for Dr. Pollock's charges.

II. ILS Program

	1988	1989/10mons
Client Fees Received	$ 740	$ 925.
Instructor/Other charges	(459)	(200)
Total fees received over (under) charges	$ 281	$ 725

III. ASL Program

	1988	1989/10 months
Client Fees Received	$ 2,265	$ 6,258
Instructor and Other Charges	(3,131)	(4,473)
Total Fees Received over (under) charges	$(866)	$ 1,785

IV. Interpreting Program

	1988	1989/10 months
Client Fees Received	$ 24,392	$ 2,087
Interpreter Charges	(19,029)	(1,907)
Less: Estimated Receivables	(1,204)	(430)
Total Fees Received over (under) charges	$ 4,159	$(250)

V. Miscellaneous Fees for Service

	1988	1989/10 months
Accessibility Surveys	$ 165	$ 245
PIP Val Testing - TIRR	400	-
Copy of Procedure Manual of HCIL	250	-
TOTAL	815	245

Donations

	1988	1989/10 months
Benefactors and Donations	$ 6,910	$ 2,150
Bake Sale	-	115
TOTAL	6,910	2,265

HCIL Executive Director Performance Evaluation

B2b. Relationship with funding agencies, referral sources, and consumers

ARE REPORTS SUBMITTED ON TIME AND ARE THEY OF GOOD QUALITY?

Reports to TRC, while of adequate quality, are consistently late, to the point where Jim Mihlhauser issued a memo citing such on March 8, 1989. Vicki was instructed to submit all reports to Peg two weeks before they were due to TRC. This was done for the second quarter report but none thereafter. As of November 27, they had still not received the fourth quarter or annual reports due October 31. There seems to be no system in place to produce reports in the absence or illness of the E.D.

ARE CONTRACTS FULFILLED TO THE SATISFACTION OF THE CONTRACTORS?

The Personal Assistance Enrichment Program was fulfilled to the complete satisfaction of DHS. They said sessions went extremely well, instructors were very good, and clients gave good feedback. Administratively, the staff was easy to work with and objectives were carried out in a timely fashion even though Vicki and Roberta were both ill. Low attendance was attributed to the fact that notice of the program went out very late. In general, they felt HCIL works well with clients, helps them solve problems, and is responsive.

ARE GRANTS FULFILLED TO THE SATISFACTION OF THE GRANTORS?

There was unanimous agreement among TRC contacts on three points: I & R is done very well, management is the Center's biggest problem, and Sandra is worth her weight in gold. Administrators did not feel they had enough information to judge whether the Center is meeting the objectives of the grant. Although they hadn't observed classes in operation, they felt there was considerable room for improvement. They expressed concern that HCIL should reinstate deaf services and/or aggressively help DCGH get back on its feet. They got the message that the Center doesn't want TRC running it, so they've stayed back, but feel that it could benefit from management training as offered by TRC on numerous occasions. There was the feeling that Sandra knows more about the Center than the director and this was not right.

ARE REFERRAL SOURCES SATISFIED WITH WHAT THEIR CLIENTS RECEIVED FROM HCIL?

TRC is extremely dissatisfied with what its clients get from HCIL. Criticisms are:

- There is no distinction between I & R and case management. New quads are referred for housing and counseling and are sent a list of accessible apartments, with no follow up or referral to other staff for counseling. Everyone is treated proforma. Intake and assessment procedures are poor.
- Services provided are not goal oriented; the approach is too "touchy feely". There are no IL plans for consumers.
- Notice of classes comes too late to inform clients and

process payment.

- HCIL referred three people to TRC in the last three months. They should be referring large numbers since TRC has money for services.

The MS Society is also not pleased. They feel the Center is ineffective and does not give people what they need. I & R has been much better since Jeff has been on board. Meetings never start on time, there is often no agenda, and nothing is accomplished. "Its hard to do things right when all your staff is disabled." Tricounty ILC refers people to them all the time from the rural areas. HCIL has never once referred anyone to them. Information about classes comes too late to go in their newsletter which goes to 5500 people.

DOES HCIL HAVE A GOOD RELATIONSHIP WITH OTHER COMMUNITY ORGANIZATIONS WITH WHICH IT COLLABORATES ON CERTAIN PROJECTS?

PVA feels it has good relations with HCIL and that they collaborate well with other organizations. Mailouts are good, but the calendar is repetitious.

UH Handicapped Student Services thinks Vicki, Susan, and Jeff are very committed and inspiring. They feel HCIL is a good referral source, especially the classes, notice of which comes in a timely fashion. They appreciated HCIL's support for their Disability Awareness Week. Most valuable is information on community and legislative issues. HCIl did a good job with the ADA hearings and the METRO issue. They would like a list of interpreters since DCGH went under.

B5. Other issues

HAVE PERSONNEL POLICIES BEEN EFFECTIVELY IMPLEMENTED?

There is little evidence to judge this. Few policy issues have come before the board.

HAVE NEW STAFF BEEN HIRED AND ORIENTED APPROPRIATELY?

Hiring procedures seem to be in order. There is a need for more aggressive outreach. Applicants are few and generally poorly qualified. There seems to be a serious lack of systematic orientation and training for new staff. Glenna had complained that she was shown her desk and told to start work (an exaggeration, I'm sure, but the point is clear). Linda approached Leeta Laykesek for some very fundamental information related to counseling people with various disabilities after being on the job for a year.

HAVE PERSONNEL PROBLEMS BEEN MANAGED EFFECTIVELY?

Following is based on verbal reports from Vicki and memos from staff sent to Peg. The termination of Glenna seems to have been handled properly with appropriate documentation. While Jeff poses significant management problems, his work is valuable and perceived well by the community. An objective assessment of his performance is needed. The fishing trip incident and reprimand of Roberta was handled extremely unprofessionally and was without justification.

HCIL Executive Director Performance Evaluation

B4. Board and Executive Interaction

o **Have board directives been carried out completely and in a timely fashion?**

Board Minutes were used to determine the following:

Guidebook: discussion related to completion of book traced back to at least May 88; will be finished by November 88; end of January 89; Feb.; March; will be completed by May 1; June; July; August; Sept.; Oct; Nov. 89 - told to have completed guidebook on the table at the next board meeting

Board Insurance: Aug. 88 first discussed at board meeting; Sept. -still being investigaged; Oct.; Dec.; Jan; Feb; March; April (2 meetings); June; July - voted and passed

Joyce July '89 first

Storage of Materials - Dec 88 - dispose by Jan. 89 board meeting; Jan.; Feb. 89 - given March 15, 1989 deadline or action will be taken

Transition of Deaf Services: board took initiative in investigating costs; transitioning out of HCIL was accomplished in a timely manner

Advocacy Coordinator: hired January 1, 1989; systems advocacy assistance provided; no formal mechanism for teaching self-advocacy

Deaf/Blind Account - letter to be written and check to be cut to close out acct. - March 89; will send letter and annual report - April 89; closed acct. check and report sent - April 89; (check actually cut in August 89 and mailed in October 89)

RFPs - DHS and TRC RFPs presented to board without adequate preparation so they board could make informed decision

Transportation issue - received support from HCIL

o **Has the board been given adequate and accurate information on HCIL status and activities?** difficult to determine, some directors reports were not available at board meetings; information provided was difficult to understand - some early financial reports, data on consumers served;

o **Has staff support for Board committes been effectively delegated and implemented?** unable to determine

o **Has the ED been an active participant and initiator in fund raising activities?** see Glenda Millar's report

HCIL EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

B3. Fulfillment of commitments

Contracts

1). Texas Rehabilitation Commission: Independent Living, Title VII-B/IIC
Current contract October 1, 1989 to Sept. 30, 1990
Objectives of the grant

1). Establish a center
2). Manage grant funds
3). Involve severely disabled persons in developing the policy and direction of the center
4). Actively pursue additional funds to expand services and continue the project if TRC funds are stopped
5). Staff development
6). Use qualified consultants for T.A.
7). Monthly financial reports
8). Quarterly report of activities
9). Annual report
10). Comply with federal regulations regarding I.L. Centers
11). Submit an affirmative action plan
12). Comply with Wage & Hour requirements
13). Comply with local code and accessibility standards in physical plant
14). Inventory equipment annually
15). Establish policies and procedures
16). Keep records of activities
17). Report progress on clients to referral sources
18). Maintain sufficient insurance
19). Develop program evaluation procedures including written follow-up with clients served
20). Serve referrals from TRC

21) Refer clients to T.R.C.
22) Maintain client confidentiality

Compliance with contract: Liaison counselor reports general dissatisfaction with HCIL fulfillment of contract obligations. Specific complaints relate to:

- Late reports (#7, 8, 9); the counselor reports that she and regional program directors have complained that reports are consistently tardy, but performance has not improved; counselor has requested but not received copies of the reports that go directly to the program director.
- Client progress reports (#17, 20) are communicated verbally rather than in writing. Assessments of independent living needs are inadequate and independent living plans are not developed. Linda Bosken is well intentioned and capable but is inadequately trained and has unclear her job is poorly defined. She is therefore unsure of her responsibilities and accountability.
- Client independent living classes are poorly organized. TRC does not has not been informed of classes with enough notice to plan on their clients attending the activities. As a result, clients who need the classes are not referred.
- TRC rarely gets referrals from HCIL (#21). Counselor reports 8 referrals from HCIL in past year. Most IL liaison counselors get almost all referrals & on caseload from IL centers.
- She feels that there is little coordination about services and client needs among HCIL staff. Peer counselors don't know about IL skills classes

and clients who need the classes are not referred.
- The center performs well in their advocacy role, especially transportation; their role for advocacy in attendant care is unclear. HCIL seems to be reluctant to become very directly involved.
- Peer counseling has been used, but clients have not given feedback about results.
-

Houston Center for Independent Living
Title VII Part B
Grant Year: October 1, 1989 thru September 30, 1990
Financial Statement as of December 31, 1990

Approved Budget for 10/01/89 - 09/30/90		$ 276,091.00
Requested Funds thru December 1989 (3 months)	$ 61,977.00	
Expenditures thru 12/89 (3 months)	64,800.93	
Total Expenditures thru 12/89 over(under) Receipts	(2,823.93)	(64,800.93)
Budget Funds Remaining thru 12/31/89		$ 211,290.07

December 1989 Bank Reconciliation

Beginning Balance as of 12/01/89	$ 7,997.79
Estimated Prior 1987 Budge Carryover	- 3,795.92
Deposits Added - December 1989 (Grant Money and Travel Advance Refunds)	+ 19,064.00
December 1989 Expenditures (Checks 3370-3405)	- 22,635.29
Bank Balance as of 12/31/89	$ 630.58

Bank Balance as of 1/29/90

Balance 1-1-90	$ 630.58
Checks Issued (3406-3434)	- 13,031.48
Deposits	+ 22,770.66
Interfund loan from General Bank Account	+ 5,477.03
Balance 1-29-90	$ 15,846.79

1-29-90

Houston Center for Independent Living
CBFL/HCIL General Bank Account
Financial Statement as of December 31, 1989

December 1989 Bank Reconciliation

Beginning Balance as 12-01-89		$ 17,684.04
Less: Expenditures (Checks 2517-2533)		-4,183.56
Less: Checks Outstanding (Prior Months)		- 293.05
Plus: Deposits for December 1989		
Contributions -Alta Longenbaugh	$10,000.00	
Contributions- Exxon	1,500.00	
ASL Books	169.65	
Accessibility Survey	15.00	
Head Injury Project	1,165.69	
Miscellaneous	11.00	+ 12,861.34
Balance Sub-Total as of 12/31/89		$ 26,068.77

MEMO: Plus: Interfund loan to Title VII-B		+ 5,477.03
Unpaid committed funds to Larry Pollock Ph.D.		- 4,636.67
Balance as of 12/31/89		$ 26,909.13

Bank Balance as of 1-29-90

Balance 1-1-90	$ 26,909.13
Less: Checks Issued (2534-2545)	- 7,569.51
Plus: Deposits	+ 1,741.47
Balance 1-29-90	$ 21,081.09

1-29-90

Houston Center for Independent Living
Older Deaf/Blind Project (Reactivated 10/3/89)
Financial Statement

Balance as of 12-01-90		$ 5,049.10
Check #1124 cleared bank in Decmeber 1989		(5,049.10)
	Balance as of 12-31-89	-0-

Final Report

Houston Center for Independent Living
CBFL Guidebook Project (Inactive 10/87)

Balance as of 12-01-89		4,422.00
Obligations - Printing coast of Guidebook	$ 4,422.00	
	Balance as of 12-31-89	$ 4,422.00

Audit of this account has been made and will be finalized early February.

Coalition for Barrier Free Living
Savings Account/Texas Commerce Bank

Balance as of 12-31-89	$ 2,679.63

1-29-90

December 31, 1989

RESTRICTED DONATIONS FOR ADA HEARING:

PVA		$ 400.00
Lift Aids of Houston		100.00
Owen Health Care		100.00
Amco Medical Services		50.00
Committee for Employment of Disabled Persons		300.00
	TOTAL:	950.00

EXPENSES:

In-house supplies utilized	33.00
C & G Printing	250.00
Vicki Harris/Reimbursement for Restaurant fee for Congressmen	100.00
Vicki Harris/Reimbursement for in-town travel	32.00
Interpreter Fees	502.00
Cadillac Bar Reception Fee	35.00
Metro-Lift tickets for consumers	120.00
TOTAL:	$1,072.00

RESTRICTED DONATIONS FOR CBFL GENERAL ASSEMBLY MEETING on 10/21/89:

Texas Stagecoach Independence Vans		100.00
American Medical Supply for Taylor Home Health		100.00
	TOTAL:	$ 200.00

EXPENSES:

Frenchy's Foods	243.75
Laurie Gerken/Reimbursement for printing cost	126.00
Vicki Harris/Reimbursement for refreshments	10.69
Vicki Harris/Reimbursement for In-town travel	33.22
TOTAL:	$ 413.66

RESTRICTED DONATIONS FOR ARCHITECTURAL AND TRANSPORATION COMPLIANCE BOARD RECEPTION:

EXXON Company, U.S.A.		$1,500.00
	TOTAL:	$1,500.00

EXPENSES:

As of 12-31-89: -0-

1/29/90

HCIL/CBFL

ANNUAL BOARD RETREAT

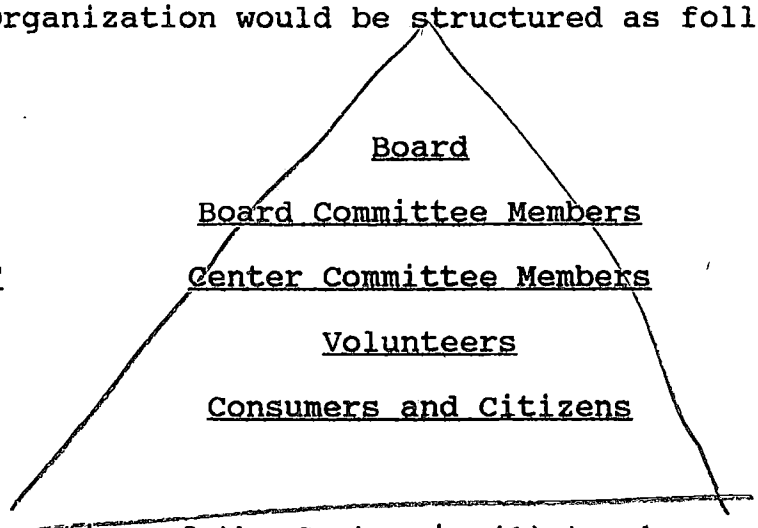
January 27, 2990

Attending: Glenda Millar, Linda Pickle, Laurie Gerkin, Peg Nosek, Joyce Frieden, Paul Chase, Peggy Kanellos, Alan Meyer

1. Separation of HCIL from CBFL. The following options were identified:
   a. Maintain status quo
   b. Separate into 2 separate, distinct organizations
   c. Single organization delivering advocacy services from a new model

The Board agreed that the organization should function as a largely voluntary grass-roots organization supported by a small flexible, advocacy-oriented staff which enables the volunteers and consumers to access resources.

The Organization would be structured as follows:



The function of the Center is (1) to change the community and (2) to empower individuals. Individuals would be empowered by receiving support and education to solve problems, and by involvement in larger issues of system advocacy that affect their lives.

Each staff member would be expected to perform as a generalist as well as a specialist who would coordinate his or her area of expertise. Staff would also have system advocacy responsibility.

The estimated period of implementation would be approximately one year.

Issues:

Board - Staff relationships

Staff Development

Board Development

Job Descriptions

Supervisor approach

Accountability

Expectations for new Executive Director and holding the person accountable for performance

Six month probationary period for new director

Fulfilling the intent of the Core Areas (I&R, Peer counseling, Advocacy, IL Skills)

2. Board Structure

A. Committees for planning and oversight and for carrying out community functions

1). Financial oversight/fund raising

2). Outreach/membership
(Public Relations, Marketing, needs assessment)

3). Personnel and policies
(Evaluation of Executive Director, personnel policies, etc.)

4). Planning/Evaluation

5). Nominating/Board Development

6). By Laws

B. Create Ad Hoc Committees to deal with specific time-limited issues, probably advocacy issues.

C. Committee would be chaired by Board Member, but Committee Members would come from volunteers, consumers and other community members.

D. Board Meeting

Committee Reports

Decisions on action items

Decision: Board decided, that the Center will operate as one organization for one year to evaluate the efficacy of combining HCIL and CBFL.

4. Decision: Activate Committees

A. Finance: Glenda Millar

B. Outreach/Public Relations:

C. Personnel: Paul Chase

D. Planning/Evaluation: Peg Nosek, Linda Pickle [possible: Jim Laughlin, Mary Faithfull]

E. Nominating: Mary Faithfull, Peggy Kanellos, Scott Schneider, Ann Dorst (?), Shirley Herzog (?) [6 elected positions, one appointed position. The following positions are to be filled by election: Kanellos, Chase, Johnson, Millar, Dillon, Champion] Nominations should be completed by February 15. Will renominate Chase, Millar, Kanellos.

FINANCIAL STATEMENT
CBFL/HCIL
TITLE VII

1989 BUDGET YEAR

APPROVED BUDGET 1989 (10-1-88 9-30-89)		$275,500.00
Total Receipts Received for 1989 Budget Year		$275,500.00
Expenditures (10-1-88 8-31-89)		$249,145.74
SEPTEMBER 1989 Expenditures(Checks # 3245-3286)	$15,131.50	
Checks # 3287-3306 (not issued but committed)	$10,743.55	
Total September Expenditures		+ $ 25,875.05
		$ 275,020.79
(Approved Budget Carryover to 1990 Budget Performance Evaluation-Training-Traveling goes back 3		$ 500.00
Cash Refund--New Orleans Trip		($ 24.21)
TOTAL BUDGET COMMITTED		$ 275,496.58
Uncommitted		$ 3.42
TOTAL EXPENDITURES COMMITTED AND UNCOMMITTED		$ 275,500.00

SEPTEMBER BANK RECONCILIATION September 1989

Beginning Balance	$ 11,843.90
Less Funds Committed 1987 Audit	- 7,500.00 Shelby
★ Estimated 1988 Budget Carryover	- 3,795.92
August Checks Outstanding	- 1,219.14
September Expenditures (Checks # 3245 3306)	- 25,875.05
Deposits September TRC Grant	+ 26,522.00
Cash Advanced (Return N.Orleans Trip)	+ 24.21
Uncommitted Bank Balance as of 9-30-89	-0-

Financial Statement CBFL/HCIL

General Bank Account

Ending Balance as 9/29/89:		$ 23,269.26
Revenue		
*Revenue of 15 months Head Injury Program		2,200.00
Paid Back Revenue advanced to Dr. Pollock		1,055.01
Remaining Revenue from ADA Restricted Donations		122.00
Year to Date Revenue from ASL Classes		1,156.84
Year to Date Revenue from ILS Classes		705.00
*Remaining Unrestricted Donations		5,724.43
CBFL Membership Dues		75.00
	TOTAL	12,230.98
Expenses		
October 1989 invoice for payment to Larry Pollock, Ph.D		5,600.00
Unpaid committed funds to Larry Pollock, Ph.D.		6,762.00
	TOTAL	12,362.00
Balance expenses (under) over revenue		(131.02)

Memo:

Expenses - Sheraton Hotel for New Orleans Conference	(392.64)
DATCIL Membership Dues for Executive Director	(100.00)
Current balance expenses (under) over revenue	(492.64)
Balance expenses (under) over revenue	(131.02)
Current balance expenses (under) over revenue	(492.64)
(UNDER) OVER REVENUE TOTAL:	(623.66)

60 x3 180

10/2/89

Financial Statement CBFL/HCIL

Older Deaf/Blind Project (Inactive 1-1-88)

Balance as of 9/30/89:	$ 5,049.10

Guidebook (Inactive 10-87)

Balance as of 9/30/89:	$ 4,422.00
Obligations - Printing cost of Guidebook	$ 4,422.00

10/2/89

October 2, 1989

RESTRICTED DONATIONS FOR ADA HEARINGS:

$500 Muelenburg

PVA	$ 400.00
Lift Aids	100.00
Owen Health Care	100.00
AMOCO Medical	50.00
Committee for Employment of Disabled	300.00
TOTAL:	950.00

EXPENSES

In-house supplies utilized:	33.00
C&G Printing	250.00
Vicki Harris/Reimbursement for Restaurant fee for Congressmen	100.00
Vicki Harris/Reimbursement for in-town travel	32.00
Interpreter Fees	502.00
Cadillac Bar reception fee	35.00
Metro-Lift tickets for consumers	120.00
TOTAL:	$ 1,072.00

expenses

ANDREW G. SHEBAY & CO., P.C.
CERTIFIED PUBLIC ACCOUNTANTS
[illegible]
HOUSTON, TEXAS 77074

August 17, 1989

To the Board of Directors of
The Coalition for Barrier Free Living

We have audited the financial statements of The Coalition for Barrier Free Living (a nonprofit organization) for the year ended December 31, 1987 and have issued our report thereon dated January 13, 1989.

We conducted our audit in accordance with generally accepted auditing standards and the Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonabable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit of the financial statements of The Coalition, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

The management of The Coalition is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following catagories :

- Cash
- Program service fees and receivables
- Donated materials, facilities and services
- Expenses for program and supporting services and accounts payable
- Payroll and related liabilities
- Property and equipment
- Debt and related liabilities
- Fund balances
- Government financial assistance programs

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the organizations ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

Reconciliation and reporting of grant revenue and expenditures is not adequate. The major funding source for the Houston Center for Independent Living is the grant from the Texas Rehabilitation Commission. The grant year covers the twelve months ended September 30. The general ledger and derived financial statements are prepared for the twelve months ended December 31. The revenue and expenditure accounts are closed at that time for the year. Funding requests to the granting agency are based on project to date information. However, the information is derived from memo records, not from the financial statements.

A material weakness is a reportable condition in which the design or operation of one or more or the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe all the reportable conditions described above are material weaknesses.

This report is intended for the information of the board of directors, management and the Texas Rehabilitation Commission. This restriction is not intended to limit the distribution of this report, which, upon acceptance by the Texas Rehabilitation Commission, is a matter of public record.

Andrew G. Shebay & Co.

Andrew G. Shebay and Co.
Houston, TX
January 13, 1989

ANDREW G. SHEBAY & CO., P.C.
CERTIFIED PUBLIC ACCOUNTANTS
6445 HIGH STAR
HOUSTON, TEXAS 77074
TELEPHONE (713) 777-4524
FAX 713-777-5695

September 29, 1989

Ms. Vicki Sorrells Harris
Executive Director
Houston Center For Independent Living
3000 Weslayan, Suite 111
Houston, TX 77027

Dear Vicki:

Enclosed with this letter is a revised internal control letter that has the paragraph concerning cash control deleted, since the violation noted in that paragraph happened only once during the year. However, this is an important control feature that needs to be followed.

In regards to the time our staff spent on the 1987 audit, the following is a summary by staff members:

Name	No. of Hours	Full Billing Rate
James Wang	52.00	$ 3,120.00
Joel Reed	74.75	5,980.00
Ed Forney	83.50	6,262.50
John Hairston	16.50	1,815.00
Clerical	70.00	2,810.75
Total	296.75	19,988.25
Less markdown		(12,488.25)
Amount Billed		$ 7,500.00

The amount of time and fees for the 1987 audit was higher than the previous year because of the increase in the number of procedures required under the "Single Audit Act" by the State of Texas which was explained at the beginning of our engagement. Furthermore, there was additional time consumed when we had to change staff during the 1987 engagement. The latter time would never have been billed to you and the former was substantially discounted from our regular fees, because we wished to support your nonprofit activities.

If you have any further questions, please call either John Hairston or myself.

Best wishes,

Michael G. Shebay

MGS:ef

HCIL HIGHLIGHTS

SEPTEMBER 12, 1989	ATTENDANT TASK FORCE MTG. AUSTIN, TEXAS
SEPTEMBER 13, 1989	LONG TERM CARE MTG. CAMPAIGN FOR LONG TERM HEALTH CARE - HOUSTON, TX.
SEPTEMBER 17, 1989	FENOGLIO FISHING TRIP (TWELFTH ANNUAL) FREEPORT, TEXAS
SEPTEMBER 20 - 22	REGIONAL CONF. ON INDEPENDENT LIVING - NEW ORLEANS, LA (4 STAFF MEMBERS ATTENDED & 1 GAVE THREE PRESENTATIONS
SEPTEMBER 25, 1989	SPONSORED WORKSHOP FOR DEAF AWARENESS WEEK, "ADVOCATING FOR A DEAF CENTER/ SERVICES"

DIRECTOR'S REPORT

UNITS OF SERVICE FOR SEPTEMBER

ADVOCACY.....508

I & R 1589

PEER COUNSELING 123

IL SKILLS TRAINING 2646

COMMUNITY AWARENESS 1750

VOLUNTEER SERVICES 1455

DONATIONS $450.05
(UNITED WAY, HCCEDP, & OWEN'S HEALTH CARE SERVICES)

NOTICE**********NOTICE**********NOTICE**********NOTICE

VICE PRESIDENT GERKEN HAS SET OCTOBER 2, 1989, 5:30 P.M. ON MONDAY EVENING FOR THE CBFL BOARD OF DIRECTOR'S MEETING. THE BOARD WILL MEET IN THE CONFERENCE ROOM AT H C I L - 3000 WESLAYAN, SUITE 111.

MINUTES CBFL/HCIL BOARD OF DIRECTORS
August 31, 1989

President Peg Nosek called the meeting to order at 5:45 PM with the following directors present:Linda Pickle, Paul Chase Michael Champion, Joyce Frieden, Scott Schneider, Glenda Millar and Vicki Harris Executive Director. Sue Carver served as interpreter. Directors absent: Laurie Gerken, Peggy Kanellos, Rose Dillon, Rebecca Johnson, Betty Peterson.

Minutes of the July 31 meeting were approved as corrected.

Joyce Frieden moved that the Treasurer's report be accepted, second by Michael Champion. Motion carries.

COMMITTEE REPORTS

MEMBERSHIP: The membership committee will meet as soon as a membership fee is voted on by the CBFL members.
The Membership meeting will be October 16, at the Multi Service Center. Glenda Millar moved we accept the Membership Committee report second by Paul Chase. Carries. President Nosek appointed Joyce Frieden to co-ordinate the meeting.

TRANSPORTATION TASK FORCE: Joyce Frieden and Linda Pickle went to METRO headquarters and tried the wheelchair lift that will go on the Mini Bus. This was only a mock up and not installed on a bus but were glad of the opportunity afforded them to give it a test try.
The Chairman of METRO has resigned, the exact date of his resignation was not known at this time.
Glenda Millar moved we accept the Committee report, second by Michael Champion. Carries.

FUND RAISING: $950.00 has ~~donated~~ cash per committed pledged by various organizations and companies and committed to the expenses of the A.D.A. meeting. APPLETREE AND SHIPLEY's provided donuts and coffee. and Southwestern Bell provided the lunch. Joyce Frieden reported that about 350 meals were served.
President Nosek has been calling on foundations and companies requesting grants and/or donations to CBFL/HCIL.
A proposal has been submitted to the Rockwell Foundation for peer counseling .
Joyce Frieden stated that after further study and information provided to her she no longer feels that a conflict of interest exists with the Chairman of the Fundraising Committee.
Joyce Frieden moved that we accept the committee report, second by Paul Chase. Carries.

EX.DIR.PERFORMANCE REVIEW: Committee has not met.

RESTRUCTURING COMMITTEE: Joyce Frieden moved that HOUSTON CENTER FOR INDEPENDENT LIVING incorporate separately. Second by Scott Schneider. Carries.
President Nosek appointed the Restructuring Committee to work on Incorporation, and that Joyce Frieden serve as the interim chairman while she is out of the country.

Executive Director Harris reported there will be approximately $1600.00 left at the end of the Title VII grant year. Joyce Frieden moved that the Executive Director spend the funds on equipment at her discretion. Second by Scott Schneider. Carries.

Meeting adjourned 7:00 pm.

Submitted;
Glenda Millar

Paul Chase 1
Linda Pickle 2
Scott Scheinder 3
Michael Champion 4
Rebecca Johnson 5
Joyce Friedl 6
Glenda Miller 7
Laurie Gerkin 8

Vicki Harris
~~Tom Sellers~~
Roberto Forbes

Lilla from TRC

PROGRAM

Sunday, August 27, 1989
7 p.m. - 10 p.m.

Cadillac Bar
1802 Shepherd Drive
(on Shepherd two blocks south of I-10)

RECEPTION FOR CONGRESSIONAL REPRESENTATIVES
(with cash bar)

* * * * * * * * * * * * * * * * *

Monday, August 28, 1989
8:30 a.m. - 12:30 p.m.

City of Houston Metropolitan Multi-Service Center
1475 West Gray

CONGRESSIONAL HEARING

United States House of Representatives, Subcommittee on Select Education of the House Committee on Education and Labor

Purpose: To obtain the views of selected state and local officials and representatives of business and industry on the Americans with Disabilities Act.

LUNCHEON AND AWARDS PROGRAM
12:30 p.m. - 1:30 p.m.

DISABLED PEOPLES' FORUM
1:30 p.m. - 4:30 p.m.

Purpose: To enable public officials to exchange views with constituents on the subject of equal opportunities for people with disabilities.

. . . . . .

Note: All activities (including lunch) are free and open to the public--people with disabilities, parents, service providers, and advocates are encouraged to attend.

INTERPRETERS PROVIDED AT ALL EVENTS



Hot Off The Presses !

C & G Printing
is offering a
Personalized Business Package
for one low price of $130

Each package includes:
1. 500 letterheads
2. 500 envelopes
3. 500 business cards

Choose from a large selection of distinctive typestyles. Our price includes typesetting. Letterheads imprinted on 25% cotton bond, envelopes and business cards on white stock. All imprinting in black ink.

We offer:
- **quick turn-around**
- **quality printing**
- **low prices**
- **free pick-up & delivery**
- **typesetting & artwork**
- **high speed Xeroxing**

C & G Printing
961-4668
3937 Richmond

W E N E E D Y O U !!

Have you ever felt left out of the mainstream because of your disability?

Are you interested in a Civil Rights Act for People With Disabilities?

WHAT: U.S. House of Representative Field Hearing on the Americans with Disabilities Act!

And the Texas Disability Rights Peoples' Forum

WHO: From Washington D.C....U.S. Representative Steve Bartlett
U.S. Representative Major Owens
U.S. Representative Don Payne
Chairman of the President's Committee on the Employment of People with Disabilities, Justin Dart, Jr.

From Houston...Mayor Whitmire
County Judge Lindsay
County Treasurer Van Hightower
School Board President Ellis
and more...

From the Texas State Capital...Dean of the Texas Senate, the Honorable Chet Brooks
Texas Representative, the Honorable Ashley Smith

WHEN: August 28, 1989
8:30 a.m. - 5:30 p.m.

WHERE: City of Houston Metropolitan Multi-Service Center for the Handicapped, 1475 West Gray

YOUR ROLE:

WATCH, LISTEN, and APPLAUD...

...as public officials and prominent representatives of commerce state their opinion about important Federal legislation affecting YOU.

SPEAK UP...

...in an afternoon town meeting and public forum where Federal, State, and local officials will listen to YOUR views.

ENJOY...

...a free lunch
...a celebrity reception, and
...good camaraderie

FIND OUT...

...about existing and proposed legislation which protects YOUR rights as citizens.

INTERPRETERS PROVIDED AT ALL EVENTS

EMPOWER YOURSELF--BE A PART OF HISTORY!

For more information, call (713) 621-3703 or
1-800-223-4206 (Voice or TDD)

PROGRAM

Sunday, August 27, 1989
7 p.m. - 10 p.m.

Cadillac Bar
1802 Shepherd Drive
(on Shepherd two blocks south of I-10)

RECEPTION FOR CONGRESSIONAL REPRESENTATIVES
(with cash bar)

* * * * * * * * * * * * * * * * *

Monday, August 28, 1989
8:30 a.m. - 12:30 p.m.

City of Houston Metropolitan Multi-Service Center
1475 West Gray

CONGRESSIONAL HEARING

United States House of Representatives, Subcommittee on Select Education of the House Committee on Education and Labor

Purpose: To obtain the views of selected state and local officials and representatives of business and industry on the Americans with Disabilities Act.

LUNCHEON AND AWARDS PROGRAM
12:30 p.m. - 1:30 p.m.

DISABLED PEOPLES' FORUM
1:30 p.m. - 4:30 p.m.

Purpose: To enable public officials to exchange views with constituents on the subject of equal opportunities for people with disabilities.

. . . . . .

Note: All activities (including lunch) are free and open to the public--people with disabilities, parents, service providers, and advocates are encouraged to attend.

INTERPRETERS PROVIDED AT ALL EVENTS



Hot Off The Presses !

C & G Printing
is offering a
Personalized Business Package
for one low price of $130

Each package includes:
1. 500 letterheads
2. 500 envelopes
3. 500 business cards

Choose from a large selection of distinctive typestyles. Our price includes typesetting. Letterheads imprinted on 25% cotton bond, envelopes and business cards on white stock. All imprinting in black ink.

We offer:
- quick turn-around
- quality printing
- low prices
- free pick-up & delivery
- typesetting & artwork
- high speed Xeroxing

C & G Printing
961-4668
3937 Richmond

W E N E E D Y O U !!

Have you ever felt left out of the mainstream because of your disability?

Are you interested in a Civil Rights Act for People With Disabilities?

WHAT: U.S. House of Representative Field Hearing on the Americans with Disabilities Act!

And the Texas Disability Rights Peoples' Forum

WHO: From Washington D.C....U.S. Representative Steve Bartlett
U.S. Representative Major Owens
U.S. Representative Don Payne
Chairman of the President's Committee on the Employment of People with Disabilities, Justin Dart, Jr.

From Houston...Mayor Whitmire
County Judge Lindsay
County Treasurer Van Hightower
School Board President Ellis
and more...

From the Texas State Capital...Dean of the Texas Senate, the Honorable Chet Brooks
Texas Representative, the Honorable Ashley Smith

WHEN: August 28, 1989
8:30 a.m. - 5:30 p.m.

WHERE: City of Houston Metropolitan Multi-Service Center for the Handicapped, 1475 West Gray

YOUR ROLE:

WATCH, LISTEN, and APPLAUD...

...as public officials and prominent representatives of commerce state their opinion about important Federal legislation affecting YOU.

SPEAK UP...

...in an afternoon town meeting and public forum where Federal, State, and local officials will listen to YOUR views.

ENJOY...

...a free lunch
...a celebrity reception, and
...good camaraderie

FIND OUT...

...about existing and proposed legislation which protects YOUR rights as citizens.

INTERPRETERS PROVIDED AT ALL EVENTS

EMPOWER YOURSELF--BE A PART OF HISTORY!

For more information, call (713) 621-3703 or
1-800-223-4206 (Voice or TDD)

CBFL BOARD MEETING

Aug. ~~July~~ 31, 1989

AGENDA

I. Approval of minutes ✓

II. Treasurer's report ✓

III. Committee reports

Membership ✓
Transportation task force ✓
Fundraising ✓
ED performance review ✓
restructuring ✓ executive

IV. Director's report

Guidebook
Audit
Consumer hot line

V. New business

VI. Adjourn

paid members

work on meeting
Oct 16
Candidates forum

wording for
By Laws changes

Minutes CBFL/HCIL Executive Committee

The Executive Committee met August 25, 1989, noon, at ILRU Conference Room. Members present: Peg Nosek, Laurie Gerken, Glenda Millar and Joyce Frieden, Restructing Committee Chairman. Absent: Peggy Kanellos.

Joyce Frieden reported that the restructuring committee had met and that it was the concensus of the committee that CBFL and HCIL should no longer be affiliated. CBFL first priority should be Advocacy, and much time is consumed at the CBFL/HCIL Board Meetings discussing HCIL with very little time left for CBFL interests.

The Executive Committee feels that this should be taken up with the membership at a General Meeting.

President Peg Nosek has set October 16, 1989 for a General Membership Meeting of CBFL.

Galveston Coalition For Barrier Free Living has written a letter to CBFL requesting permission to use our name. This will be discussed at the Board Meeting August 31, 1989.

Meeting adjourned.

Glenda Millar
Secretary

1) anti lobby b) funding

2) staff

3) nobody wants to — things change

hcil

HOUSTON CENTER FOR INDEPENDENT LIVING

August 31, 1989

AMOUNT POSSIBLY LEFT FROM TITLE VII, PART B FOR 88/89 - $1,604.00

ADA Donations turned in: TPVA ---------- 400.00

LIFT-AIDS ---------- 100.00

DONATIONS TO DATE (DEC.'88 - AUG. '89) ---------- 5,700.00 (this figure is minus the $2,200.00 spent for board liability)

Balances

TITLE VII, PART B ---------- 10,500.00 (still owe Shebay $7,500.00)

GENERAL ---------- 15,425.00

CBFL SAVINGS ---------- 2,613.07

GUIDEBOOK _____ 4,422.00

DEAF/BLIND---------- 5,048.10

3000 WESLAYAN • SUITE 111 • HOUSTON, TEXAS 77027 • (713) 621-3703 VOICE/TDD

A SERVICE OF THE COALITION FOR BARRIER FREE LIVING

Items HCIL Needs To Purchase

Maintenance contract for computer - $1,400.00

Brochures - $1,300.00

Answering machine (Should be under $500.00)

Copier

Newsletter

Video camera or video about services

UNITS OF SERVICE - AUGUST 1989

VOLUNTEER RECRUITMENT/PLACEMENT.....490

ADVOCACY.....402

INFORMATION AND REFERRAL ONLY.....275

COMMUNITY AWARENESS/OUTREACH.....800

PEER COUNSELING/PEER SUPPORT.....206 (face - to - face)

EDUCATION/GROUP ACTIVITIES.....

OLD BUSINESS

AUDIT - No word from TRC or Shebay

GUIDEBOOK - AT CFR - not completed

CONSUMER HOTLINE - Debbie Gunter has type of machine we need. Is willing to give to HCIL for $25.00.
Available 9-3-89.

PERSONAL ASSISTANCE ENRICHMENT PROJECT - Proceding on time and about 5-10 participants are involved at this time.

RESTRUCTURING - Recommend to table and call special meeting by end of next week.

NEW BUSINESS

ROCKWELL FOUNDATION PROPOSAL - Submitted Monday, August 28th

PRIORITIES THROUGH DECEMBER 31ST - (see attachment in packet)

HALLOWEEN DANCE

EMPLOYMENT AWARENESS MONTH

TENTH YEAR ANNIVERSARY

HCIL STAFF MEETING AGENDA

Wednesday, 8/9/89

2:00 P.M.

I. PRIORITIES FOR AUGUST/SEPEMBER

A. ADA Congressional Hearings activities - All Staff/Board

B. TDHS Project - Personal Assistance Enrichment Project - Vicki, Roberta, Linda, & Sue

C. SPECTRUM - Newsletter - Jeff, Chris, Scott, Vicki

D. Halloween Costume Party - Vicki, Jeff, Nadine, and Paul

E. Restructuring - Vicki, Roberta, Scott, Peg, & Joyce

F. HOTLINE – Sandra/Jeff/Susan

II. STATISTICAL REPORTING/UNITS OF SERVICE

III. IL SKILLS TRAINING UPDATE

IV. VOLUNTEER COMMITTEE UPDATE

V. MARKETING UPDATE

VI. PROPOSED NEW PROJECTS OCTOBER THROUGH DECEMBER

A. NEW GUIDEBOOK

B. WORKSHOP ON SEXUALITY AND DISABILITY

C. WORKSHOP ON SELF ADVOCACY FOR INDIVIDUALS WHO ARE DEAF OR HEARING IMPAIRED

D. ANNUAL CHRISTMAS PARTY

E. CREATION OF FUNDRAISING PLAN FOR 1990-91

VII. MISCELLANEOUS

VIII. SET NEXT DATE

IX. ADJOURN

MEMORANDUM: 8/29/89
TO: ALL STAFF/BOARD
RE: SUCCESS OF ADA HEARING
FROM: VICKI SORRELLS HARRIS, EXECUTIVE DIRECTOR - HCIL

I JUST WANTED TO SAY, "HATS OFF TO EVERYONE!" THE CONGRESSIONAL HEARINGS WERE MOTIVATIONAL, EDUCATIONAL, AND SO WELL ATTENDED! EVERYONE WORKED SO HARD AND I FEEL RE-JUVINATED ONCE AGAIN!!!!

EVERONE SHOULD GIVE THEMSELVES A PAT ON THE BACK!!!!



CITY of HOUSTON

LARRY McKASKLE *Councilman*
DISTRICT A

EIGHTH FLOOR
CITY HALL
713/247-2010

August 23, 1989

Ms. Vicki Sorrells Harris
Executive Director
Houston Center for Independent Living
3000 Weslayan, Suite 111
Houston, Texas 77027

Dear Ms. Harris:

This is to acknowledge and thank you for your letter and for the invitation to the Hearing and Forum on August 28, 1989. My staff has advised Susan DeVault that due to meetings and appointments already scheduled, I will be unable to attend.

Realizing the importance of Americans with Disabilities Act (A.D.A.) I did want to write to extend greetings to Congressmen Tom Payne, Steve Bartlett and Major Owens and others who will be coming to Houston for these activities at the Houston Metropolitan Multi-Service Center.

I also felt it important to share with them my knowledge of the outstanding job you, your colleagues and personnel at the Houston Center of Independent Living have been doing for the many disabled citizens of our City. It is most rewarding to see the dedication and caring exhibited by your personnel (many of them also disabled). In lending their support and by sharing their own experiences , they have given courage, hope and the desire to others to control their own lives no matter what their disability.

Sincerely,

Larry McKaskle

Larry McKaskle
Councilman, District A

LM:mh

HCIL HIGHLIGHTS FOR JULY/AUGUST 1989

JULY 8, 1989 - BAKE SALE

JULY 8, 1989 - HCIL HOP - EXCELLANT CROSS-DISABILITY TURN-OUT

JULY 13, 1989 - GALVESTON ADVOCACY TRIP

JULY 16, 1989 - PRESENTATION TO TEXAS HEAD INJURY FOUNDATION

JULY 17, 1989 - MEETING WITH THE MAYOR

JULY 21, 1989 - MADE APPEAL ON CHANNEL 67 (SHOPPING NETWORK) FOR COMMUNITY INVOLVEMENT/VOLUNTEERS

JULY 21, 1989 - AM HOUSTON

JULY 24, 1989 - CHANNEL 13 BEGAN CLOSED-CAPTIONED NEWS AND STAFF AT HCIL WERE INTERVIEWED

JULY 27, 1989 - METRO BOARD MEETING

AUGUST 3, 1989 - MEETING WITH VINCE RYAN

AUGUST 7, 1989 - BERTHA'S RESTAURANT

AUGUST 18, 1989- MEETING WITH ELEANOR TINSLEY AT CITY HALL

AUGUST 21, 1989- MEETING WITH ROCKWELL FOUNDATION REPS.

AUGUST 27-28, 1989 - CONGRESSIONAL FIELD HEARINGS AT MMSC & RELATED ACTIVITIES

AUGUST 30, 1989- TRC SITE REVIEW

TEXAS
PLANNING COUNCIL
for
DEVELOPMENTAL
DISABILITIES

4900 North Lamar Blvd., Austin, Texas 78751-2316
(512) 483-4080 voice • (512) 483-4099 TDD
Roger A. Webb, Executive Director

Lee Veenker, Chairman
Darlene Topp, Vice-Chairman

AUG 14 1989

FOR IMMEDIATE RELEASE

Contact: Lucy Walker
(512) 483-4092

DD COUNCIL OFFERS FUNDS TO INCREASE ATTENDANCE AT EVENTS

The Texas Planning Council for Developmental Disabilities has announced the availability of stipends to enable consumers, families and direct care providers without organizational support to attend meetings, conferences, workshops and other events.

These funds will be awarded to organizations sponsoring events in order to promote consumer empowerment and involvement in activities that enhance independence, productivity and community integration for people with developmental disabilities.

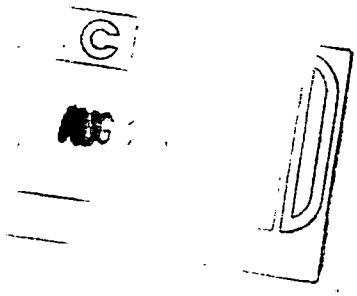
"The Council strongly believes that opportunities to hear and learn about best practices for people with developmental disabilities should not be based upon ability to pay," said Lee Veenker, Council chairman. "The more people with developmental disabilities, their families and direct care providers are actively involved in conferences, workshops and other such events, the more meaningful these programs become."

Organizations sponsoring programs within Texas must apply for funding at least six months before an event. For more information and an application kit, write to David P. Henderson, Texas Planning Council for Developmental Disabilities, 4900 North Lamar Blvd., Austin, Texas 78751-2316 or call (512) 483-4084.

The Support Center Of Houston

TENTH ANNIVERSARY

Celebrating A Decade Of Management Assistance To The Nonprofit Community



Dear Colleague:

The nominations deadline for the first annual award for nonprofit management excellence, has been extended to SEPTEMBER 8, 1989. We appreciate those of you that responded quickly, but we know there are hundreds of excellent nonprofit organizations in the area, and we are looking for a broader representation from the community; so we are enclosing a second application for those organizations still wanting to apply.

This is an opportunity to recognize some of the unsung work of your organization - important work that feeds the poor, provides shelter to the homeless, takes care of our children, and much, more. We urge you to look over the application. If you feel your organization deserves the honor of being named the "nonprofit of the year" for management excellence, complete the application and send it in by September 8!

This prestigious award, the first of its kind in the nation, will be known as the HOUSTON "THOUSAND POINTS OF LIGHT" Award and will be presented to the nonprofit of the year on Tuesday, October 17, 1989 at the Hyatt Regency Houston located downtown. The HONORABLE JON LINDSAY will present the award to the recipient organization, accompanied by a grant of $1,000.

More information about NONPROFIT DAY will be sent to you under separate cover.

Don't miss the opportunity of being the recipient of the HOUSTON "THOUSAND POINTS OF LIGHT" Award and $1,000!

REMEMBER - DEADLINE FOR NOMINATIONS - SEPTEMBER 8!

Sincerely,

Bonnie Long

Bonnie Long, Executive Director

1301 McKinney Suite 3800 Houston, Texas 77010 (713) 739-1211

ANTI-LOBBYING PROVISION

The following special term and condition is applicable to this grant:

> No Federal funds received under this grant and no non-Federal funds used as matching funds required as a condition of the grant shall be used to pay the salary, expenses, fees, or to provide any other remuneration to any organization or individual engaged in any activity designed to influence legislation or appropriations pending before the Congress of the United States.
>
> Violation of this provision is a material failure to comply with the terms of the grant within the meaning of 34 CFR 74.115(a), Termination for cause..

CBFL BOARD MEETING

Aug. ~~July~~ 31, 1989

AGENDA

I. Approval of minutes

II. Treasurer's report

III. Committee reports

Membership
Transportation task force
Fundraising
ED performance review

IV. Director's report

Guidebook
Audit
Consumer hot line

V. New business

VI. Adjourn

Minutes CBFL/HCIL Executive Committee

The Executive Committee met August 25, 1989, noon, at ILRU Conference Room. Members present: Peg Nosek, Laurie Gerken, Glenda Millar and Joyce Frieden, Restructing Committee Chairman. Absent: Peggy Kanellos.

Joyce Frieden reported that the restructuring committee had met and that it was the concensus of the committee that CBFL and HCIL should no longer be affiliated. CBFL first priority should be Advocacy., and much time is consumed at the CBFL/HCIL Board Meetings discussing HCIL with very little time left for CBFL interests.

The Executive Committee feels that this should be taken up with the membership at a General Meeting.

President Peg Nosek has set October 16, 1989 for a General Membership Meeting of CBFL.

Galveston Coalition For Barrier Free Living has written a letter to CBFL requesting permission to use our name. This will be discussed at the Board Meeting August 31, 1989.

Meeting adjourned.

Glenda Millar
Secretary

hcil

HOUSTON CENTER FOR INDEPENDENT LIVING

August 31, 1989

AMOUNT POSSIBLY LEFT FROM TITLE VII, PART B FOR 88/89 - $1,604.00

ADA Donations turned in: TPVA ---------- 400.00

LIFT-AIDS ---------- 100.00

DONATIONS TO DATE (DEC.'88 - AUG. '89) ---------- 5,700.00 (this figure is minus the $2,200.00 spent for board liability)

Balances

TITLE VII, PART B ---------- 10,500.00 (still owe Shebay $7,500.00)

GENERAL ---------- 15,425.00

CBFL SAVINGS ---------- 2,613.07

GUIDEBOOK _____ 4,422.00

DEAF/BLIND---------- 5,048.10

3000 WESLAYAN • SUITE 111 • HOUSTON, TEXAS 77027 • (713) 621-3703 VOICE/TDD

A SERVICE OF THE COALITION FOR BARRIER FREE LIVING

Items HCIL Needs To Purchase

Maintenance contract for computer - $1,400.00

Brochures - $1,300.00

Answering machine (Should be under $500.00)

Copier

Newsletter

Video camera or video about services

UNITS OF SERVICE - AUGUST 1989

VOLUNTEER RECRUITMENT/PLACEMENT.....490

ADVOCACY.....402

INFORMATION AND REFERRAL ONLY.....275

COMMUNITY AWARENESS/OUTREACH.....800

PEER COUNSELING/PEER SUPPORT.....206 (face - to - face)

EDUCATION/GROUP ACTIVITIES.....

OLD BUSINESS

AUDIT - No word from TRC or Shebay

GUIDEBOOK - AT CFR - not completed

CONSUMER HOTLINE - Debbie Gunter has type of machine we need. Is willing to give to HCIL for $25.00.
Available 9-3-89.

PERSONAL ASSISTANCE ENRICHMENT PROJECT - Proceding on time and about 5-10 participants are involved at this time.

RESTRUCTURING - Recommend to table and call special meeting by end of next week.

NEW BUSINESS

ROCKWELL FOUNDATION PROPOSAL - Submitted Monday, August 28th

PRIORITIES THROUGH DECEMBER 31ST - (see attachment in packet)

HALLOWEEN DANCE

EMPLOYMENT AWARENESS MONTH

TENTH YEAR ANNIVERSARY

HCIL STAFF MEETING AGENDA

Wednesday, 8/9/89

2:00 P.M.

I. PRIORITIES FOR AUGUST/SEPEMBER

A. ADA Congressional Hearings activities - All Staff/Board

B. TDHS Project - Personal Assistance Enrichment Project - Vicki, Roberta, Linda, & Sue

C. SPECTRUM - Newsletter - Jeff, Chris, Scott, Vicki

D. Halloween Costume Party - Vicki, Jeff, Nadine, and Paul

E. Restructuring - Vicki, Roberta, Scott, Peg, & Joyce

F. HOTLINE – Sandra/Jeff/Susan

II. STATISTICAL REPORTING/UNITS OF SERVICE

III. IL SKILLS TRAINING UPDATE

IV. VOLUNTEER COMMITTEE UPDATE

V. MARKETING UPDATE

VI. PROPOSED NEW PROJECTS OCTOBER THROUGH DECEMBER

A. NEW GUIDEBOOK

B. WORKSHOP ON SEXUALITY AND DISABILITY

C. WORKSHOP ON SELF ADVOCACY FOR INDIVIDUALS WHO ARE DEAF OR HEARING IMPAIRED

D. ANNUAL CHRISTMAS PARTY

E. CREATION OF FUNDRAISING PLAN FOR 1990-91

VII. MISCELLANEOUS

VIII. SET NEXT DATE

IX. ADJOURN

MEMORANDUM: 8/29/89
TO: ALL STAFF/BOARD
RE: SUCCESS OF ADA HEARING
FROM: VICKI SORRELLS HARRIS, EXECUTIVE DIRECTOR - HCIL

I JUST WANTED TO SAY, "HATS OFF TO EVERYONE!" THE CONGRESSIONAL HEARINGS WERE MOTIVATIONAL, EDUCATIONAL, AND SO WELL ATTENDED! EVERYONE WORKED SO HARD AND I FEEL RE-JUVINATED ONCE AGAIN!!!!

EVERONE SHOULD GIVE THEMSELVES A PAT ON THE BACK!!!!



CITY of HOUSTON

LARRY McKASKLE *Councilman*
DISTRICT A
EIGHTH FLOOR
CITY HALL
713/247-2010

August 23, 1989

Ms. Vicki Sorrells Harris
Executive Director
Houston Center for Independent Living
3000 Weslayan, Suite 111
Houston, Texas 77027

Dear Ms. Harris:

This is to acknowledge and thank you for your letter and for the invitation to the Hearing and Forum on August 28, 1989. My staff has advised Susan DeVault that due to meetings and appointments already scheduled, I will be unable to attend.

Realizing the importance of Americans with Disabilities Act (A.D.A.) I did want to write to extend greetings to Congressmen Tom Payne, Steve Bartlett and Major Owens and others who will be coming to Houston for these activities at the Houston Metropolitan Multi-Service Center.

I also felt it important to share with them my knowledge of the outstanding job you, your colleagues and personnel at the Houston Center of Independent Living have been doing for the many disabled citizens of our City. It is most rewarding to see the dedication and caring exhibited by your personnel (many of them also disabled). In lending their support and by sharing their own experiences , they have given courage, hope and the desire to others to control their own lives no matter what their disability.

Sincerely,

Larry McKaskle

Larry McKaskle
Councilman, District A

LM:mh

HCIL HIGHLIGHTS FOR JULY/AUGUST 1989

JULY 8, 1989 - BAKE SALE

JULY 8, 1989 - HCIL HOP - EXCELLANT CROSS-DISABILITY TURN-OUT

JULY 13, 1989 - GALVESTON ADVOCACY TRIP

JULY 16, 1989 - PRESENTATION TO TEXAS HEAD INJURY FOUNDATION

JULY 17, 1989 - MEETING WITH THE MAYOR

JULY 21, 1989 - MADE APPEAL ON CHANNEL 67 (SHOPPING NETWORK) FOR COMMUNITY INVOLVEMENT/VOLUNTEERS

JULY 21, 1989 - AM HOUSTON

JULY 24, 1989 - CHANNEL 13 BEGAN CLOSED-CAPTIONED NEWS AND STAFF AT HCIL WERE INTERVIEWED

JULY 27, 1989 - METRO BOARD MEETING

AUGUST 3, 1989 - MEETING WITH VINCE RYAN

AUGUST 7, 1989 - BERTHA'S RESTAURANT

AUGUST 18, 1989- MEETING WITH ELEANOR TINSLEY AT CITY HALL

AUGUST 21, 1989- MEETING WITH ROCKWELL FOUNDATION REPS.

AUGUST 27-28, 1989 - CONGRESSIONAL FIELD HEARINGS AT MMSC & RELATED ACTIVITIES

AUGUST 30, 1989- TRC SITE REVIEW

·T·E·X·A·S·
PLANNING COUNCIL
for
DEVELOPMENTAL
DISABILITIES

4900 North Lamar Blvd., Austin, Texas 78751-2316
(512) 483-4080 voice • (512) 483-4099 TDD
Roger A. Webb, Executive Director

Lee Veenker, Chairman
Darlene Topp, Vice-Chairman

AUG 14 1989

FOR IMMEDIATE RELEASE

Contact: Lucy Walker
(512) 483-4092

DD COUNCIL OFFERS FUNDS TO INCREASE ATTENDANCE AT EVENTS

The Texas Planning Council for Developmental Disabilities has announced the availability of stipends to enable consumers, families and direct care providers without organizational support to attend meetings, conferences, workshops and other events.

These funds will be awarded to organizations sponsoring events in order to promote consumer empowerment and involvement in activities that enhance independence, productivity and community integration for people with developmental disabilities.

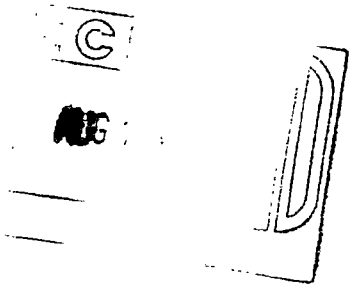
"The Council strongly believes that opportunities to hear and learn about best practices for people with developmental disabilities should not be based upon ability to pay," said Lee Veenker, Council chairman. "The more people with developmental disabilities, their families and direct care providers are actively involved in conferences, workshops and other such events, the more meaningful these programs become."

Organizations sponsoring programs within Texas must apply for funding at least six months before an event. For more information and an application kit, write to David P. Henderson, Texas Planning Council for Developmental Disabilities, 4900 North Lamar Blvd., Austin, Texas 78751-2316 or call (512) 483-4084.

The Support Center Of Houston

TENTH ANNIVERSARY

Celebrating A Decade Of Management Assistance To The Nonprofit Community



Dear Colleague:

The nominations deadline for the first annual award for nonprofit management excellence, has been extended to SEPTEMBER 8, 1989. We appreciate those of you that responded quickly, but we know there are hundreds of excellent nonprofit organizations in the area, and we are looking for a broader representation from the community; so we are enclosing a second application for those organizations still wanting to apply.

This is an opportunity to recognize some of the unsung work of your organization - important work that feeds the poor, provides shelter to the homeless, takes care of our children, and much, more. We urge you to look over the application. If you feel your organization deserves the honor of being named the "nonprofit of the year" for management excellence, complete the application and send it in by September 8!

This prestigious award, the first of its kind in the nation, will be known as the HOUSTON "THOUSAND POINTS OF LIGHT" Award and will be presented to the nonprofit of the year on Tuesday, October 17, 1989 at the Hyatt Regency Houston located downtown. The HONORABLE JON LINDSAY will present the award to the recipient organization, accompanied by a grant of $1,000.

More information about NONPROFIT DAY will be sent to you under separate cover.

Don't miss the opportunity of being the recipient of the HOUSTON "THOUSAND POINTS OF LIGHT" Award and $1,000!

REMEMBER - DEADLINE FOR NOMINATIONS - SEPTEMBER 8!

Sincerely,

Bonnie Long

Bonnie Long, Executive Director

1301 McKinney Suite 3800 Houston, Texas 77010 (713) 739-1211

ANTI-LOBBYING PROVISION

The following special term and condition is applicable to this grant:

> No Federal funds received under this grant and no non-Federal funds used as matching funds required as a condition of the grant shall be used to pay the salary, expenses, fees, or to provide any other remuneration to any organization or individual engaged in any activity designed to influence legislation or appropriations pending before the Congress of the United States.
>
> Violation of this provision is a material failure to comply with the terms of the grant within the meaning of 34 CFR 74.115(a), Termination for cause..

MINUTES OF

Sue Carver

CBFL/HCIL BOARD OF DIRECTORS MEETING

July 31, 1989

Meeting called to order at 5:45 PM by President Peg Nosek. Members present: Laurie Gerken, Michael Champion, Scott Schneider, Peggy Kanellos, Joyce Frieden, Betty Peterson, Glenda Millar; Executive Director Vicki Harris, Assistant Director Roberta Forbes. Members absent: Paul Chase, Rose Dillon, Rebecca Johnson, Linda Pickle.

Minutes of the previous meeting were approved as printed. Motion-Freidan, Second:Gerken.

Executive Director Vicki Harris gave the Treasurers' Report

Executive Directors Report:

Guidebook: Covers for the Guidebook have been completed. Donated by TIRR. Vicki Harris to take to Center for the Retarded for completion of Guidebook and Completion of Guidebook Contract with the City of Houston-Audit yet to be done.

Audit: The 1987 Audit has been sent to TRC - we are waiting for confirmation that TRC accepts the Audit. A letter has been written to Sheebay & Co. expressing dissatisfication with 1987 Audit pointing out specific areas in the completed audit.

Audit: 1988 Audit conducted by George Baugh III & Company, C.P.A. was presented. Scott Schneider moved that the CBFL Board of Directors create a Finance Committee to set policy and guidelines to be implemented by the staff of HCIL. Second by J. Frieden. Carries.

President Nosek appointed: Glenda Millar, Chairman; Betty Peterson and Scott Schneider.

Board Liability: Board Liability has been purchased from Scottsdale Insurance Co. in the amount of $1,000,000.00. Bill Garner & Associates-MULTI-SURANCE Agency will be the local liason.

1988 Internal Audit: Peggy Kanellos moved we accept. Second by Scott Schneider. Carries.

Consumer Hotline: No progress. Texas Head Injury has a Hotline. Vicki Harris and Joyce Frieden will contact them.

Deaf/Blind Account: Director Harris reported that this has been completed and the balance of funds remaining in the Deaf/Blind account returned to TRC.

Bingo Account: This program has been concluded for quite some time by CBFL. All paperwork, reports and monies have been accounted for.

COMMITTEE REPORTS:

Transportation Task Force: Laurie Gerken reported that all 40 foot new buses will have lifts-Lifts will also be on the Micro and Mini Buses. This committee will continue to meet.
Joyce Frieden moved that CBFL send a letter of thanks to the METRO Board of Directors and to ADVOCACY, INC.
Second by G. Millar, Carries.

Fundraising: Chairman Lindle Pickle was absent. Joyce Frieden questioned if there might be a conflict of interest regarding the chairman. Scott Schneider expressed same concerns. President Peg Nosek will check into the question raised.

Quality Assurance: Chairman has resigned.

Executive Directors Performance Review: Guidelines were presented by the committee.

Restructuring Committee: Joyce Frieden reported that the committee had met and moved to incorporate HCIL separately from CBFL. Second by Scott Schneider. President Nosek referred to Executive Committee.

Joyce Frieden moved to create a Standing Membership Committee. Second: Laurie Gerken. Motion carries. President Nosek appointed Joyce Frieden, Chairman. J. Frieden to choose committee members.

BY-LAWS: Joyce Frieden moved that the CBFL call a meeting of the General membership. The purpose:An Amendment to the By-Laws. Second by Peggy Kanellos. Carries.

NEW BUSINESS:

American Disabilities Act. Houston will host the hearings August 27, 28. CBFL/TIRR are co-sponsirs. Joyce Frieden will update August 9 at the board/staff dinner at Bertha's.

President Nosek asked that Glenda Millar be appointed Treasurer to fill the unexpired term of Tom Ames. Joyce Frieden moved that the board accept, second by Peggy Kanellos. Carries.

Metting adjourned 7:20 PM.

Glenda Millar,
Secretary

Restructuring committee

Peggy or (Peg?)

Scott

Laurie

Vicki + Roberta

RECEIVED
JUL 20 1989

7/31/89

CBFL BOARD MEETING

July 31, 1989

AGENDA

I. Approval of minutes ✓

~~II. Treasurer's report~~ Joyce Laurie passed ✓

III. Director's report ✓

Guidebook ✓
Audit ✓
Board liability ✓
Deaf/blind and bingo account
Consumer hot line ✓

IV. Committee reports

Transportation task force ✓ <thank yous to all metro pool members
~~Fundraising~~ (PR)
Quality assurance
ED performance review ✓
ADA host committee

V. New business

VI. Adjourn

6:45

board policy
[redacted]

① Scott Schneider
② Betty Peterson
③ Michael Champion
④ Joyce Friede
⑤ Glenda Millar
⑥ Laurie Berken
⑦ Peg Nosek
⑧ Peggy Konellos

create
* finance committee that will create the policy to deal with outstanding debt

Scott * Center
Betty * Center

RECEIVED
JUL 20 1989

CBFL BOARD MEETING

July 31, 1989

AGENDA

I. Approval of minutes

II. Treasurer's report

III. Director's report

Guidebook
Audit
Board liability
Deaf/blind and bingo account
Consumer hot line

IV. Committee reports

Transportation task force
Fundraising
Quality assurance
ED performance review

V. New business

VI. Adjourn

RECEIVED
JUL 17 1989

MINUTES
CBFL BOARD MEETING
July 6, 1989

Members present: Paul Chase, Michael Champion, Linda Pickle, Peg Nosek, Laurie Gerken, Rebecca Johnson, Joyce Frieden, Betty Peterson, Peggy Kannellos

Guests: Fran White and Peggy Nesselhof representing Bill Garner and Associates Insurance Co.

MOTION 1st Gerken 2nd Chase

To purchase board liability insurance from Scottsdale Insurance Company.

PASSED

Yes - Chase, Champion, Pickle, Gerken, Johnson, Peterson, Kannellos

No - Frieden

MOTION 1st Kannellos 2nd Gerken

The board will withhold approval of Shebay audit because of the following defiencies: a) inaccurate Bingo statement; b) missing management letter which includes audit exceptions and discussions. After defiencies are corrected, the audit will be re-submitted to the board for final approval.

PASSED

Abstentions - Frieden, Peterson

The executive committee will meet to discuss the 1988 audit. Vicki will mail copies of the '88 audit to all board members.

MOTION 1st Frieden 2nd Kannellos

To accept budget, as amended, to be submitted to Department of Human Services to accompany proposal to provide attendant management training to consumers.

PASSED

MOTION 1st Frieden 2nd Gerken

To co-sponsor with TIRR congressional hearings on the American with Disabilities Act.

PASSED

The board has asked the center to investigate the feasibility of establishing a "consumer hotline." Staff will report at the next meeting.

The next board meeting will be July 31, 1989 at 5:30pm at HCIL.

Respectfully submitted,

Laurie Gerken
for the Secretary

RECEIVED
JUL 17 1989

MEMORANDUM: 7-24-89
TO: CBFL BOARD OF DIRECTORS
FROM: VICKI SORRELLS HARRIS, EXECUTIVE DIRECTOR - HCIL/CBFL
RE: BOARD LIABILITY AND BOARD/STAFF NIGHT OUT

Just wanted to notify everyone that CBFL board liability insurance was purchased on 7-10-89. I will try to provide more information at our meeting on the 31st.

Also, on August 7, 1989 BERTHA'S MEXICAN RESTAURANT has invited the HCIL/CBFL board and staff for a free dinner including coffee or tea at her location on Montrose. She will host up to thirty individuals, and HCIL will pay the gratuity. If my calculations are correct all board and staff members can eat free and we can also invite up to nine guests. At the meeting on the 31st we can discuss which nine people we would like to invite.

See ya on the 31st!

Thanks.

COALITION FOR BARRIER FREE LIVING

MANAGEMENT LETTER

FOR THE YEAR ENDED DECEMBER 31, 1988

with

REPORT ON INTERNAL ACCOUNTING CONTROLS
AND FEDERAL GRANT COMPLIANCE

GEORGE BAUGH III & CO.
Certified Public Accountants

FOUNDERS
GEORGE BAUGH, III, CPA
CURTIS WILLIAMS, CPA

4007 SAN JACINTO
HOUSTON, TEXAS 77004
(713) 528-3535

MEMBER
AMERICAN INSTITUTE AND
TEXAS SOCIETY OF CERTIFIED
PUBLIC ACCOUNTANTS

COMPLIANCE AND INTERNAL CONTROLS

To The Directors
Coalition For Barrier Free Living
Houston, Texas

We have examined the financial statements of the Coalition For Barrier Free Living for the year ended December 31, 1988 and have issued our report thereon dated June 26, 1989. As a part of our examination, we reviewed and tested the Company's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards and the standards for financial and compliance audits contained in the U.S. General Accounting Office Standards for Audit of Governmental Organizations, Programs, Activities, and Functions. For the purpose fo this report, we have classified the significant internal accounting controls in the following categories:

* Cash
* Receivables
* Prepaid Expenses and Deposits
* Property and Equipment
* Payables and Accrued Liabilities
* Deferred Revenue
* Debt
* Fund Balance

Our study included all of the control categories listed above. The purpose of our study and evaluation was to determine the nature, timing, and extent of the auditing procedures necessary for expressing an opinion on the entity's financial statements. Our Study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole or on any of the categories of controls identified above.

The objective of internal accounting control is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a system of internal control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

Reconciliation of General Ledger to Grant Period

It was noted that revenues and expenses for the grant period October through September could not be readily determined by the current structure of the general ledger. Because of grant guidelines and required for fiscal reporting, it is recommended that separate sub-objects be setup for each new funding period rather than a continuous sub-object that co-mingles funding periods. It is our opinion that this modification would serve the center's purpose with the least inconvenience.

Detailed General Ledger

Our review of the general ledger revealed that the year end ledger was not detailed from the beginning of the fiscal year to the end of the fiscal year. A detailed final general ledger would be a very helpful tool for users of the report to obtain desired information more quickly. Because the data processing center should already have the information on file, the cost to implement this recommendation shold be nominal.

Payroll Account

Journal entries were not made to general ledger reflecting payroll activities. It is recommended that journal entries be made to the payroll account reflecting each pay period.

Accounts Payable - Prior Years

The accounts payable control account could not be reconciled to the detail at December 31, 1988. We noted that no attempt had been made for a period of time to reconcile the accounts payable and believe this to be a contributing factor in the inability to reconcile at year end.

Our examination revealed that outstanding payables are still being carried on the books since 1984. It is the opinion of management that there are no outstanding obligations from 1984. It is recommended that the accounts payable account be analyzed and old invalid items be written off. The payable control account should be reconciled monthly.

Accounts Receivable - Prior Years

There are outstanding accounts receivables on the books reflecting an estimate $ 9,000.00 from 1984, 1985, and 1986. It is recommended that there be another final attempt to collect the past due receivables. The balance of the uncollectible receivables should be written off. We recommend that the responsibility for communicating with delinquent debtors be assigned to a specific person and that formal follow-up procedures be initiated.

Formal Ledger Accounts Receivable

It is recommended that a formal accounts receivable subledger be maintained. The subledger should be reconciled to the general ledger on a monthly basis. This ledger could possibly be manual.

Unspent Funds - Deaf/Blind Project

Written directives regarding the return of unspent funds were not available for review. It is recommended that a written confirmation regarding these directives be obtained.

Equipment - Deaf/Blind Project

It is recommended that directives be received regarding the equipment purchased with Deaf/Blind funds as permanent property of Coalition For Barrier Free Living since the grant has ended.

Agreement Between The Texas Rehabilitation Commission and Coalition For Barrier Free Living - (Head Injury Contract)

An excerpt from the agreement under terms and conditions states as follows:

"on a timely basis process payment vouchers received from CBFL For services provided for eligible clients."

During our examination it was noted that vouchers could be only filed when progress reports have been submitted by other contracting parties. It is recommended that a determination be made as to how long reimbursement can be claimed once services have been rendered.

****

We wish to take this opportunity to express our appreciation for the excellent cooperation and assistance we received from your personnel.

This letter is issued solely for the information of the Company's Board of Directors, management and counsel, and authorized regulatory agencies; it should not be presented or quoted to anyone else outside the Company because of the possibility of misunderstanding by other persons who may not be aware of the objectives and limitations of internal controls and of our study and evaluation thereof.

We would be pleased to discuss the matters reported or to answer any questions you may have at your convenience.

Very truly yours,

George Bowman III

June 26, 1989

DRAFT
For Internal Use Only

COALITION FOR BARRIER FREE LIVING

FINANCIAL STATEMENTS

FOR THE YEARS ENDED DECEMBER 31, 1988 and 1987

with

REPORT OF CERTIFIED PUBLIC ACCOUNTANTS

DRAFT

COALITION FOR BARRIER FREE LIVING

FINANCIAL STATEMENTS

FOR THE YEARS ENDED DECEMBER 31, 1988 and 1987

with

REPORT OF CERTIFIED PUBLIC ACCOUNTANTS

DRAFT

CONTENTS

	PAGE
AUDITOR'S REPORT	
FINANCIAL STATEMENTS	
Balance Sheet - Consolidated	3
Statement of Revenue, Expenses, and Changes in Fund Balance - Consolidated	4
Statement of Cash Flows - Consolidated	5
Notes to Financial Statements	6-7
SUPPLEMENTAL INFORMATION	
Auditor's Report On Supplemental Information	8
Balance Sheet By Fund	9
Statement of Revenue, Expenses, and Changes in Fund Balance By Fund	10
Schedule of Federal Financial Assistance	11

AUDITOR'S REPORT

This page was left blank intentionally.

COALITION FOR BARRIER FREE LIVING
BALANCE SHEET
DECEMBER 31, 1988 AND 1987

Consolidated

ASSETS

	1988	1987
Current Assets		
Cash in Bank	$ 36,724	$ 60,681
Accounts Receivable	9,945	10,993
Interfund Receivable	6,424	4,134
Prepaid Expenses	328	1,833
Deposits	3,920	3,886
Total Current Assets	$ 57,341	$ 81,527
Property and Equipment - at Cost		
Furniture	3,345	3,345
Equipment	46,261	35,675
Vehicles	9,941	9,941
Total Property and Equipment	59,547	48,961
Less Accumulated Depreciation	(42,702)	(33,996)
Net Property and Equipment	16,845	14,965
Total Assets	$ 74,186	$ 96,492

LIABILITIES AND FUND BALANCE

Current Liabilities		
Accounts Payable	$ 25,014	$ 8,488
Interfund Payable	6,424	4,134
Payroll Taxes Payable	853	1,198
Deferred Revenue	-	28,054
Notes Payable	-	3,900
Current Portion of Long-Term Debt	1,056	2,424
Total Current Liabilities	33,347	48,198
Long-Term Debt	-	1,056
Total Liabilities	33,347	49,254
Fund Balance		
Investment in Property and Equipment	9,886	14,965
Unrestricted Fund Balance	19,389	28,583
Restricted Title VII Fund Balance	11,564	3,690
Total Fund Balance	40,839	47,238
Total Liabilities and Fund Balance	$ 74,186	$ 96,492

SEE ACCOMPANYING NOTES

COALITION FOR BARRIER FREE LIVING
REVENUE, EXPENSES, AND CHANGES IN FUND BALANCE
FOR THE YEARS ENDED DECEMBER 31, 1988 AND 1987

Consolidated

	1988	1987
REVENUE		
Grants	$ 265,446	$ 292,913
Fees	25,345	81,617
Bingo Receipts	-	437,504
Interest Income	127	129
Contributors and Membership	7,098	4,326
Other Revenue	1,900	-
Total Revenue	299,916	816,489
EXPENSES		
Salaries	159,763	185,607
Bingo Prizes	-	328,488
Bingo Tax	-	8,245
Consultant/Accounting Fees	10,269	7,463
Contract Labor	5,837	32,681
Depreciation	8,706	4,876
Equipment Maintenance	5,996	3,012
Insurance	17,331	13,525
Interest and Bank Charges	472	1,452
Interpreting Service	20,811	54,114
Membership	2,043	3,166
Miscellaneous	1,905	13,051
Office and Storage Rent	21,551	48,322
Office Supplies	4,515	18,505
Payroll Taxes	16,950	20,380
Postage	1,363	1,474
Publications and Reproductions	18,132	12,639
Telephone	6,211	13,336
Travel	4,460	14,169
Total Expenses	306,315	784,505
REVENUE OVER EXPENSES EXCESS (DEFICIT)	(6,399)	31,984
FUND BALANCE - BEGINNING OF YEAR	47,238	15,254
FUND BALANCE - END OF YEAR	$ 40,839	$ 47,238

SEE ACCOMPANYING NOTES

COALITION FOR BARRIER FREE LIVING
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 1988 AND 1987

Consolidated

Increase (Decrease) in Cash and Cash Equivalents

	1988	1987
OPERATIONS		
Net income (loss)	$(6,399)	$ 31,984
Adjustments needed to reconcile to net increase to fund balance for prior period adjustment	-	-
Adjustments needed to reconcile to net cash provided by operations:		
Depreciation and amortization	8,706	4,876
Prepaid income increase (decrease)	(28,054)	28,054
Prepaid expenses increase (decrease)	1,505	(1,265)
Other increase (decrease)	-	-
Changes in working capital asset and liability items:		
Accounts receivable increase (decrease)	1,048	102
Interfund receivable increase (decrease)	(2,290)	(73)
Deposits increase (decrease)	(34)	(1,190)
Accounts payable increase (decrease)	16,526	(9,991)
Interfund payable increase (decrease)	2,290	73
Notes payable increase (decrease)	(3,900)	(1,183)
Accrued expenses increase (decrease)	(345)	(1,244)
Other increase (decrease)	-	-
Net Cash Flows From Operations	(10,947)	50,143
INVESTING ACTIVITIES		
Acquisition of fixed assets	10,586	15,243
FINANCING ACTIVITIES		
Long-term debt repaid	2,424	(3,480)
Net Increase (Decrease) in Cash	(23,957)	38,380
CASH - BEGINNING OF YEAR	60,681	22,301
CASH - END OF YEAR	$ 36,724	$ 60,681

SEE ACCOMPANYING NOTES

COALITION FOR BARRIER FREE LIVING
NOTES TO FINANCIAL STATEMENTS
December 31, 1988 and 1987

1. Summary Of Significant Accounting Policies

The Coalition For Barrier Free Living is a non-profit corporation, incorporated under the Texas Non-Profit Corporation Act in 1975. The Coalition For Barrier Free Living receives funding from several governmental agencies and from private sources for providing various services to the handicapped.

The corporation is exempt from federal income tax under IRC Section 501(c)(3).

The corporation records assets, liabilities, revenues, and expenses on the accrual basis of accounting. Revenue and accounts receivable ar recorded when the funding source is billed. The accounts of Coalition For Barrier Free Living are maintained in accordance with the principles of fund accounting.

Depreciation is computed by the straight line method and charged to operations over a five year estimated useful life.

2. Interfund Borrowing

The various grants received by the Coalition For Barrier Free Living are placed in separate bank accounts. Due to the timing of various expenses and receipt of grant funds, some funds advance money to other funds to pay for expenses.

3. Notes Payable

Notes payable represents amount due to the Bingo Operator at December 31, 1987. A settlement was reached during 1988 that retired the $3,900 for $2,000. The remaining $1,900 was recognized as miscellaneous income for the Coalition For Barrier Free Living.

4. Long-Term Debt

Long-term debt is as follows:	1988	1987
Note payable secured by equipment, monthly payments of $220 include interest at 23% due May 1, 1989	$ 1,056	$ 3,480
Total	1,056	3,480
Less Current Portion	1,056	2,424
Long-Term Portion	$ -	$ 1,056

5. Leases

The Coalition has an operating lease on office facilities expiring March 31, 1991. Minimum future rentals for 1989 are $24,960.

6. Bingo Operations - 1987

For the 1987 fiscal year, the accounting records for the Bingo operations were maintained by the bingo hall owner. Sufficient data has not been made available to the Coalition For Barrier Free Living for it to determine if timely, complete and accurate quarterly reporting of bingo game operations was made to the State of Texas or that the payment of the related gross receipts tax was made. Any liability resulting from inadequate reports, if any, has not been determined and no provision has been made in these financial statements. There was no revenue earned from Bingo games during 1988 from the Bingo Fund.

SUPPLEMENTAL INFORMATION

NDERS
ORGE BAUGH, III, CPA
RTIS WILLIAMS, CPA

GEORGE BAUGH III & CO.
Certified Public Accountants

4007 SAN JACINTO
HOUSTON, TEXAS 77004
(713) 528-3535

MEMBER
AMERICAN INSTITUTE AND
TEXAS SOCIETY OF CERTIFIED
PUBLIC ACCOUNTANTS

AUDITOR'S REPORT ON SUPPLEMENTAL INFORMATION

Board of Directors
Coalition For Barrier Free Living

Our examination was made for the purpose of forming an opinion on the basic financial statements taken as a whole of Coalition For Barrier Free Living for the year ended December 31, 1988, which is presented in the preceding section of this report. The supplemental information presented hereinafter is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the audit procedures applied in the examination of the basic financial statements, and in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

CERTIFIED PUBLIC ACCOUNTANTS

June 26, 1989

COALITION FOR BARRIER FREE LIVING
BALANCE SHEET BY FUND
December 31, 1988

	TITLE VII	GENERAL	GUIDE BOOK	BINGO GAME	DEAF/BLIND	TOTAL
ASSETS						
Current Assets						
Cash in Bank	$ 12,322	$ 14,931	$ 4,422	$ -	$ 5,049	$ 36,724
Accounts Receivable	506	9,439	-	-	-	9,945
Interfund Receivable	1,634	2,000	-	2,790	-	6,424
Prepaid Expenses	-	328	-	-	-	328
Deposits	-	3,920	-	-	-	3,920
Total Current Assets	14,462	30,618	4,422	2,790	5,049	57,341
Property and Equipment - at Cost						
Furniture	3,345	-	-	-	-	3,345
Equipment	22,434	6,374	-	-	17,453	46,261
Vehicles	3,600	6,341	-	-	-	9,941
Total Property and Equipment	29,379	12,715	-	-	17,453	59,547
Accumulated Depreciation	(22,420)	(12,502)	-	-	(7,780)	(42,702)
Net Property and Equipment	6,959	213	-	-	9,673	16,845
Total Assets	$ 21,421	$ 30,831	$ 4,422	$ 2,790	$ 14,722	$ 74,186
LIABILITIES AND FUND BALANCE						
Accounts Payable	$ 7,948	$ 7,595	$ 4,422	$ -	$ 5,049	$ 25,014
Payroll Taxes Payable	853	-	-	-	-	853
Interfund Payable	-	4,134	-	2,290	-	6,424
Deferred Revenue	-	-	-	-	-	-
Notes Payable	1,056	-	-	-	-	1,056
Total Liabilities	9,857	11,729	4,422	2,290	5,049	33,347
Fund Balance						
Investment in Property and Equipment	6,959	213	-	-	9,673	16,845
Unrestricted Fund Balance	4,605	18,889	-	500	-	23,994
Total Fund Balance	11,564	19,102	-	500	9,673	40,839
Total Liabilities and Fund Balance	$ 21,421	$ 30,831	$ 4,422	$ 2,790	$ 14,722	$ 74,186

SEE ACCOMPANYING NOTES

COALITION FOR BARRIER FREE LIVING
REVENUE, EXPENSES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 1988

	TITLE VII	GENERAL	GUIDE BOOK	BINGO GAME	DEAF/BLIND	TOTAL
REVENUE						
Grants	$ 260,896	$ 500	$ -	$ -	$ 4,050	$ 265,446
Fee Income	-	25,345	-	-	-	25,345
Bingo Receipts	-	-	-	-	-	-
Interest Income	-	127	-	-	-	127
Contributors	-	6,911	-	-	-	6,911
Membership	-	187	-	-	-	187
Miscellaneous	-	-	-	1,900	-	1,900
Total Revenue	260,896	33,070	-	1,900	4,050	299,916
EXPENSES						
Salaries	152,413	7,350	-	-	-	159,763
Bingo Prizes	-	-	-	-	-	-
Bingo Tax	-	-	-	-	-	-
Consultant/Accounting Fees	10,019	-	-	250	-	10,269
Contract Labor	3,882	1,955	-	-	-	5,837
Depreciation	3,465	142	-	-	5,099	8,706
Equipment Maintenance	5,886	110	-	-	-	5,996
Insurance	15,826	1,505	-	-	-	17,331
Interest and Bank Charges	218	-	-	254	-	472
Interpreting Service	-	20,811	-	-	-	20,811
Membership	1,107	936	-	-	-	2,043
Miscellaneous	300	1,605	-	-	-	1,905
Office and Storage Rent	17,723	3,828	-	-	-	21,551
Office Supplies	4,372	143	-	-	-	4,515
Payroll Taxes	16,214	316	-	420	-	16,950
Postage	1,044	319	-	-	-	1,363
Publications and Reproductions	10,165	795	7,172	-	-	18,132
Telephone	6,211	-	-	-	-	6,211
Travel	4,177	283	-	-	-	4,460
Total Expenses	253,022	40,098	7,172	924	5,099	306,315
REVENUE OVER EXPENSES EXCESS (DEFICIT)	7,874	(7,028)	(7,172)	976	(1,049)	(6,399)
FUND BALANCE - DECEMBER 31, 1987	3,690	26,130	7,172	(476)	10,722	47,238
FUND BALANCE - DECEMBER 31, 1988	$ 11,564	$ 19,102	$ -	$ 500	$ 9,673	$ 40,839

SEE ACCOMPANYING NOTES

Board
7/31

COALITION FOR BARRIER FREE LIVING/
HOUSTON CENTER FOR INDEPENDENT LIVING
THIRD QUARTER - NINTH YEAR
TITLE VII PART B FUNDING
APRIL 1, 1989 - JUNE 30, 1989

During this third quarter of our ninth year, HCIL/CBFL renewed its presence as a leader in the disability rights movement in the greater Houston area. Major organizing efforts were made to advocate for better services, closer networking, and needed systematic change. A new board of directors was elected bringing to the organization an opportunity to entertain fresh ideas. The following is a synopsis of what occurred during the quarter:

ORGANIZATION AND PERSONNEL

Two staff members left the center in the month of June - Glenna Eigelbach, the EDUCATION/GROUP COORDINATOR on June 15th, and Richard Garbacz, the PEER COUNSELOR/INFORMATION AND REFERRAL SPECIALIST for deaf and hearing impaired consumers, resigned on the 30th. Ms. Eigelbach had been employed as a half-time employee.

Since plans were currently underway to consider some restructuring of HCIL, both positions were not permanantly replaced. Two individuals were instead selected to fill the positions on a contractural basis, pending TRC's approval. The board president verbally approved both individuals.

The basic organizational structure of HCIL remains status quo, however, plans are to begin proposing a few changes at the beginning of fiscal year 1990. HCIL staff members have recognized for a long time the need for more clerical support, and although there is potentially numerous options for volunteers, no one staff member's sole responsibility is to recruit or coordinate these individuals. The opportunity for placing people with disabilities in volunteer positions is great, however the development of such a placement system has never been created. HCIL could use a qualified volunteer coordinator to fill numerous gaps in the existing flow of operations.

Finally, the manner in which center personnel have been reporting progress to both TRC and the board of directors has been far below the standard it could be for many years. Current reporting in no way reflects the volume of service staff members provide. Through the restructuring process, the reporting proceedure will be significantly revised.

FISCAL UPDATE

Independent Audit

The 1987 audit that was seriously delayed initially was still not approved by the CBFL board of directors due to their dissatisfaction with the job that was done. For the 1988 independent audit, George Baugh III, and Co. won the bid, at a quote of $3,800.00 - a significant decrease from what the center was charged for the Shebay audit of 1987. Mr. Baugh should complete his audit at the end of this quarter. Approval of the 1987 audit will be given once a letter outlining problem areas has been answered by Shebay and Associates.

Board Liability

Board liability has not been purchased, but will be at the beginning of the fourth quarter. Type of coverage is being researched through Bill Garner, and Associates - HCIL's current health coverage broker.

PROGRAMMATIC ISSUES

Independent Living Skills Training / Group Activities

As mentioned earlier, on June 15, 1989, Ms. Glenna Eigelbach was terminated from her employment as HCIL's EDUCATION/GROUP COORDINATOR. Numerous problems with the IL Skills training component continued to occur in spite of repeated disciplinary action taken. Although important classes were created, attendance was too low, follow-up continued to be missing, and overall poor coordination of this essential service was much too evident.

Planned IL Skills training for the last quarter will include:

* American Sign Language for Children
* Introduction to Independent Living
* Assertiveness
* Wheelchair Parenting
* How to Survive in a Flood

HCIL/CBFL plans to place a heavier emphasis on group activities in the upcoming fiscal year. Group activities to date include:

* Monthly Support group for people with mobility concerns
* Deaf Rape/Incest Survivors (in conjunction with the Houston Area Women's Center)

Proposed projects will include:

* Dances at the MMSC
* Twelfth Annual Fishing Trip to the Fenoglio's

Advocacy Activities

Transportation Task Force

Most of the quarter was spent organizing to pressure Houston's Metro to make a committment of ordering all new buses with wheelchair lifts. A working task force made up of members of the Coalition for Barrier Free Living, Texas Paralized Veteran's, and consumers concerned about the issue was formed following the filing of an injunction against the transit service by the groups and individuals mentioned above. CBFL/HCIL's Vice President, Laurie Gerken chaired the activities. Toward the end of the quarter Metro had not made a committment.

Gulf Coast CTD

A steering committee was formed in this quarter to define the goals and mission of the regional sub-committee of CTD. The Gulf Coast CTD, as it has been called, emerged due the need for better networking through-out the Houston community. The steering committee is chaired by HCIL staff member, Jeff Fox, and is made up of representatives from organizations through-out the Gulf Coast area.

Closed Captioned News Program for the Hearing Impaired

Houston's Channel 13 "EYEWITNESS NEWS" contacted HCIL this quarter to assist in the introduction of closed captioned news programs to the community at large. HCIL assisted the news station in coordinating meetings with members of the deaf community, and on July 24th (next quarter) HCIL's number will be given out as a resource for people to call to inquire about purchasing decoders.

COMMUNITY INVOLVEMENT/OUTREACH

Staff members have remained involved in activities cited in last quarter's report, however the following list should highlight new activities:

* Week of April 3rd - Disability Awareness Week at the University of Houston
* April 1st - Represented in Austin as a panel member to review the Developmental Disabilities' long range plan
* Very Special Arts Festival
* Meeting with Mayor's Director of the Citizens' Assistance Program
* NCIL Conference
* Mayor's Showcase on Aging
* ARCEP Financial Management Workshop in Dallas

SUMMARY

All-in-all, HCIL is busier than ever. People in the community are utilizing the agency and calling upon its expertise in disability issues. Consumers are joining with others to see that justice is being done, and systematic change is evolving as a result of the ongoing visibility. Everyone has more work to do, but we have obviously begun making it known that we are definitely here, and that as far as Houston is concerned, WE WON'T GO AWAY!

LIVING SITUATION AT REFERRAL	No. Served
1) Alone or Head of or Co-Head of a Household	4
2) Lives with Relative(s) or Friend(s) Who is/are Major Responsible Person(s)	8
3) Foster or Group Home	1
4) Institution (including hospital	1
5) Other or Not Available	2

EXAMPLE OF INDEPENDENT LIVING REPORTING CATEGORIES

INDEPENDENT LIVING PROJECTS BRA

REHABILITATION SERVICES ADMINISTRATIO

March 27, 1981

REFERRAL SOURCE	No. Served
1) Referred from VR	2
2) Referred from Other Agency	5
3) Self-Referred	6
4) Not Available	3

Third Quarter, 1988-89
April, May, & June 1989
Completed by
Roberta Forbes
Assistant Director

THIS IS NOT A REQUIRED REPORTING FORM OR SYSTEM

AGE	No. Served
(1) Under 10	-0-
(2) 10-15	-0-
(3) 16-20	4
(4) 21-29	2
(5) 30-39	3
(6) 40-49	2
(7) 50-59	2
(8) 60 and over	-0-
(9) Not available	3

DISABILITY/ IMPAIRMENT	No. Served Primary	Secondary
1) Speech Impairment		
2) Visual/Blindness	1	
3) Amputation		
4) Other Orthopedic		
5) Mental or Emotional		
6) Mental Retardation		
7) Disfigurement		
8) Cancer		
9) Kidney Dysfunction		
0) Heart/Circulatory		
1) Pulmonary/Respiratory		
2) Diabetes		
3) Partial Paralysis		
4) Complete Paralysis		
5) Neurological (non-paralysis		
6 Cerebral Palsy		
7) Hearing/Deafness		
8) Other		

Demographics on new intakes only

SEX	No. Served
(1) Male	9
(2) Female	7
(3) Not available	-0-

RACE/ETHNICITY	No. Served
(1) White	4
(2) Black	12
(3) American Indian or Alaskan Native	
(4) Asian or Pacific Islander	
(5) Hispanic	
(6) Other or not available	

*From I&R Quarterly Report

SERVICES \ SOURCES OF SERVICES	PROGRAM STAFF No. Served	PUBLIC AGENCIES No. Served	PRIVATE AGENCIES No. Served
*(1) Information & Referral ONLY	832		
*(2) Intake Counseling	10		
(3) Diagnosis and Evaluation			
(4) Attendant Care Counseling			
*(5) Attendant Care Assistance	60		
*(6) Rights & Benefits Counseling	138		
(7) Peer Counseling	16		
*(8) Housing Assistance-Independent	158		
(9) Housing Assistance-Group Living			
(10) IL Skills Counseling & Training			
(11) Special Services-Blind			
(12) Special Services-Deaf			
*(13) Vocational Services (incl. VR)	56		
*(14) Health Services	23		
(15) Physical Restoration			
*(16) Transportation Assistance	11		
*(17) Social & Recreational Services	44		
(18) Homemaker Services			
(19) Emergency Services			
(20) Income Maintenance			
(21) Other	332		

Volunteers: No. of requests filled 131
No. of hours filled 833