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Subseries:

OA/ID Number: 52054
Folder ID Number: 52054-005

Folder Title:
CBFL [Coalition for Barrier Free Living]/HCIL [Houston Center for Independent Living] '89 [1986-1990] [2]

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

HOUSTON CENTER FOR INDEPENDENT LIVING

fiscal end of year Sept 30

BANK BALANCES OF CBFL/HCIL ACCOUNTS AS OF JULY 31, 1989
Prepared by Sandra Bookman

TITLE VII-Part B Account:	$14,423.29
CBFL/HCIL General Account:	8,648.41
CBFL/Guidebook Bank Account:	4,422.00
CBFL/Commercial Savings Account:	2,613.07

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

A SERVICE OF THE COALITION FOR BARRIER FREE LIVING

7/31/89

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE CBFL/HCIL BOARD OF DIRECTORS, July 31, 1989 at 3400 Bissonett. Members of the Executive Committee present: President Peg Nosek, Vice President Laurie Gerken, Secretary Glenda Millar, Executive Director Vicki Harris.

Laurie Gerken moved that we accept the outline of the Executive Directors Performance Review. Second-G. Millar. Carries. President Peg Nosek set the deadline for the performance review to be done before August 31, 1989.

The Executive Committee reviewed the 1988 Audit Submitted by George Baugh III and Company, C.P.A., Houston, Texas, and recommends that the Board of Directors accept the Audit.

President Peg Nosek reported that the position of Treasuer is vacant due to the resignation of Tom Ames. President Nosek asked if Secretary Glenda Millar would fill that position.

Meeting adjourned 2:00 P.M.

Submitted: Glenda Millar,
Secretary CBFL/HCIL

7/26/89

MINUTES OF THE COALITION FOR BARRIER FREE LIVING EXECUTIVE COMMITTEE MEETING, July 26, 1987. The following members of the Executive Committee were present: President Peg Nosek, Vice President Laurie Gerken, Secretary Glenda Millar.

The Executive Committee adopted the following resolution:

BE IT RESOLVED that the Executive Committee of the above corporation do hereby authorize VICKI SORRELLS HARRIS, EXECUTIVE DIRECTOR and his/her successors in office to negotiate, on terms and conditions that he/she may deem advisable, a contract or contracts with the Texas Department of Human Resources, and to execute the contract or contracts on behalf of the Corporation, and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, amend, or renew the contract.

No further business was conducted and the meeting adjourned.

Glenda Millar, Secretary

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.

MINUTES
CBFL BOARD MEETING
July 6, 1989

JUL 17 1989

7/6/89

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

CBFL BOARD MEETING

July 6, 1989

AGENDA

I. Approval of minutes

II. Treasurer's report (2)

III. Director's report

Guidebook
Audit (3)
Board liability (1)
Credit union
Deaf/blind and bingo account

IV. Committee reports

Transportation task force
Fundraising
Quality assurance
ED performance review

V. New business

VI. Adjourn

~~List of Board Members~~

By Laws

minutes for last 3 mtgs

(1) Board as whole personal —

1,000,000 limit
non-medical
non mal-practice

guests
Reg Nesehof
Fran White

MULTI-SURANCE Agency

BILL GARNER AND ASSOCIATES
504 Spencer Hwy
P O Box 268
South Houston, Texas 77587
713 946 8330

YOUR Independent Insurance AGENT

RECEIVED
JUN - 5 1989

June 2, 1989

Houston Center for Independent Living
3000 Weslayan, Suite 111
Houston, Texas 77027

ATTN: Sandra Bookman

RE: Coalition for Barrier Free Living Directors and Officers Liability

Dear Ms. Bookman:

We would first like to take the opportunity to thank you for allowing Bill Garner & Associates to quote the above captioned coverage. We are in the position to provide coverage as follows:

Carrier:	Scottsdale Insurance Co.
Best Rating:	A + XV
Deductible:	$1,000.00 per occurance
Coverage:	Claims Made Form Coverage provided for the practices and actions of the directors, officers and board for the Coalition for Barrier Free Living.
Exclusions:	Professional Liability
Limit of Liability:	$1,000,000.00
Premium:	$2,205.42

OR

Limit of Liability:	$2,000,000.00
Premium:	$2,819.79

Please feel free to contact our office if you have

any questions. We look forward to working with you on this.

Sincerely,

Frances L. White

Frances L. White
BILL GARNER & ASSOC.

/sec

hcil

HOUSTON CENTER FOR INDEPENDENT LIVING

FILE COPY

April 4, 1989

Peggy Nesselhauf
Bill Garner and Associates
504 Spencer Highway
P. O. Box 268
South Houston, Texas 77587

Re: CBFL Board Insurance Applications

Dear Peggy:

Please find enclosed, the two completed applications for board insurance for the Coalition for Barrier Free Living.

The delay in returning to you was caused by the final audit for 1987 not being approved by the board until last night. As you know, this material was required to be submitted with the application.

So here goes. Good luck in the search and let us know your findings as soon as possible.

Sincerely,

Sandra Bookman
Executive Assistant

Enclosures

MYRON F. STEVES & COMPANY

P. O. Box 4479 • Houston, Texas 77210-4479

Scottsdale Ins. Co.

DIRECTORS & OFFICERS LIABILITY

FOR THIS APPLICATION TO BE PROCESSED IN A TIMELY FASHION, PLEASE ANSWER EVERY QUESTION COMPLETELY. IF A QUESTION IS NOT APPLICABLE, PLEASE WRITE N/A. DO NOT LEAVE ANY SPACES BLANK.

Effective Date Desired May 1, 1989

1. Name of Organization Coalition for Barrier Free Living
(If more than one named insured, explain the relationship of each one.)
Street Address 3000 Weslayan, Suite 111 City Houston, Texas 77027
County Harris State Texas Zip 77027 Telephone 713-621-3703

2. Current Insurance Company n/a
Limit n/a Deductible n/a
Is policy "Claims Made"? n/a or "Occurrence"? n/a
Effective Date n/a Premium n/a

3. Limit of Liability Requested: ☐ $500,000 ☒ $1,000,000 ☐ $2,000,000
Standard Deductible is $1,000

4. Has any such insurance ever been cancelled, refused or nonrenewed? NO
If 'Yes', please explain. n/a

5. Year Organization Founded 1975 5(a). Annual Budget $325,000
5(b). What is the organization's legal structure? Non-profit (tax exempt)incorporated
[i.e. nonprofit (tax exempt), nonprofit (nontax exempt), incorporated, unincorporated]

6. What is the function of the Organization? (Attach a descriptive brochure.)
Independent Living Services for the physically disabled (brochures attached)

7. Scope of Operations: local ☒ state ☐ regional ☐ national ☐ international ☐

8. Give number of directors 6 officers 5 trustees n/a
full time employees n/a part time employees n/a volunteers n/a

9. Does the organization engage in certifying members? no Lobbying? no

10. List any subsidiary organizations or associations:

Name	Nonprofit	Nature of Operations	Year Formed or Acquired	Percent of Ownership
Houston Center for Independent Living	Nonprofit	Service Provider to physically disabled.	1980	n/a

IT WILL BE NOTED THAT THIS POLICY SUBJECT TO ITS TERMS AND CONDITIONS AND LIMITATIONS IS DESIGNED FOR APPLICATION TO CLAIMS MADE DUPING THE CURRENCY OF THE SAID POLICY AGAINST DIRECTORS OR OFFICERS AS DESCRIBED THEREIN.

Seaboard Surety Company

A STOCK COMPANY
HOME OFFICE: NEW YORK, NEW YORK

APPLICATION FOR DIRECTORS, OFFICERS AND TRUSTEES LEGAL LIABILITY INSURANCE

1. Name Coalition for Barrier Free Living

2. Address: 3000 Weslayan, Suite 111, Houston, Texas 77027

3. Nature of Operations Independent living services for the physically disabled.

4. Date from which the Organization has continuously operated 1975

5. A. Total number of Officers: 5

   B. Total number of Directors and/or Trustees who are not also Officers: 6

   C. Does the total number of Directors, Officers, and Trustees agree with the number required by the Organization's bylaws? (If not, please explain) No, due to resignations.

6. Total number of members of Executive Committee: 5

7. Total number of Employees: n/a

8. Total advertising expenditures in most recent completed fiscal year: (If interested in an Advertisers Liability Policy) n/a

9. Does the Organization have any subsidiary associations, organizations, or corporations?

NAME	YEAR FORMED OR ACQUIRED	NATURE OF OPERATIONS
Houston Center for Independent Living	1980	Service provider to physically disabled.

10. Does the Organization have under consideration at the present time or does it contemplate any acquisitions, or mergers? (If so, explain) No

11. Name and Official title of the Officer of the Organization designated to receive any and all notices from the Insurers or their authorized representative concerning this insurance: Dr. Margaret Nosek, President of the Board.

COALITION FOR BARRIER FREE LIVING

BOARD OF DIRECTORS

1987 - 1989

NAME	POSITIONS	FULL TIME OCCUPATION
Margaret Nosek, Ph.D	President	Director of Research Independent Living Research and Utilization
Laurie Gerken	Vice President	Director of Technical Assistance Independent Living Research and Utilization
Glenda Millar	Secretary	Corporate Secretary Millar Instruments
Tom Ames, C.P.A.	Treasurer	Certified Public Accountant Tom Ames, C.P.A.
Michelle Bailey	Past President	Caseworker Deaf Council of Greater Houston
Michael Champion	Director	Unemployed
Paul Chase	Director	Retired
Rose Dillon	Director	Unemployed
Rebecca Johnson	Director	Unemployed
Peggy Kanellos	Director	Project Manager The Institute for Rehabilitation and Research
Linda Pickle	Director	Coordinator The Institute for Rehabilitation and Research Foundation

EXECUTIVE DIRECTOR'S REPORT
July 6, 1989

MONTHLY HIGHLIGHTS

June

PERSONNEL CHANGES

1. June 30, 1989 - Rick Garbacz resigned to take job in Waco, Texas
2. June 15, 1989 - Glenna Eigelbach's last day
3. End of June - Contracted with Chris Brawner and Sue Carver to temporarilly fill both positions

GUIDEBOOK

Peggy Kanellos had 1,000 copies of cover printed through TIRR. Have not been able to purchase same paper due to Office Depot running out.

AUDIT

1987 - Must approve or write up reasons to be submitted to TRC as to why it was disapproved (see memo)

1988 - Completed and final copy submitted for Board approval by George Baugh and Associates

DEAF BLIND/BINGO

Accounts have never been written off books. Will be deleted by next board meeting.

CREDIT UNION

Suggest we table until further investigation.

DANCE

Where: MMSC
When: 7-8-89
Time: 8-midnight
Fee: $2.00 or donation

BAKE SALE

Everyone donate goodies!
When: 7-8-89
Where: Walmart - Beechnut/Fondren
Time: 9-noon
Contact: Susan DeVault

FONDREN FOUNDATION

Turned down

IL REGIONAL CONFERENCE

September 20-22 - New Orleans

TDHS PROPOSAL

To be discussed.

DONATIONS

Received a total of about $375.00 unsolicited donations in June.

July 1989

HOUSTON CENTER FOR INDEPENDENT LIVING
3000 WESLAYAN, #111
621-3703

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
REMEMBER - JULY 8TH IS THE DAY, 8:00PM IS THE TIME, 1475 WEST GRAY IS THE PLACE HCIL'S FIRST DANCE. DON'T MISS OUT ON THE FUN - MAKE YOUR RESERVATIONS NOW! MAKE YOUR RESERVATIONS NOW FOR THE FISHING TRIP ON SEPTEMBER 17TH. SPACE IS LIMITED.						1) 9:00am-12:00 NOON AMERICAN SIGN LANGUAGE CLASS 102 AT H.C.I.L.
2)	3) 11:00-12:00 NOON READING AND WRITING FOR THE DEAF - SHARPEN YOUR SKILLS!	4) H.C.I.L. CLOSED HAPPY JULY 4th	5)	6) 10:00-12:00 NOON AMERICAN SIGN LANGUAGE CLASS 101 AT H.C.I.L. 6:00-8:00pm AMERICAN SIGN LANGUAGE CLASSES 101 & 102 AT MULTI-SERVICE CTR. 1475 WEST GRAY	7)	8) 9:00am-12:00 NOON AMERICAN SIGN LANGUAGE CLASS 102 AT H.C.I.L. 8:00-12:00 MID NIGHT H.C.I.L. DANCE 1475 WEST GRAY
9)	10) 11:00-12:00 NOON READING AND WRITING FOR THE DEAF - SHARPEN YOUR SKILLS!	11) 10:00-12:00 NOON AMERICAN SIGN LANGUAGE CLASS 101 AT H.C.I.L. 6:00-8:00pm AMERICAN SIGN LANGUAGE CLASSES 101 & 102 AT MULTI-SERVICE CTR. 1475 WEST GRAY	12)	13) 10:00-12:00 NOON AMERICAN SIGN LANGUAGE CLASS 101 AT H.C.I.L. 6:00-8:00pm AMERICAN SIGN LANGUAGE CLASSES 101 & 102 AT MULTI-SERVICE CTR 1475 WEST GRAY	14)	15) 9:00am-12:00 NOON AMERICAN SIGN LANGUAGE CLASS 102 AT H.C.I.L. 1:00-3:00pm AT I.I.R.E. "INDEPENDENT LIVING- WANT TO BE MORE INDEPENDENT?"
16)	17)	18) 10:00-12:00 NOON AMERICAN SIGN LANGUAGE CLASS 101 AT H.C.I.L. 12:30-1:30 WHEELCHAIR MAINTENANCE CLASS 1:30-3:00 ADULT SUPPORT GROUP MEETING 6:00-8:00pm AMERICAN SIGN LANGUAGE CLASSES 101 & 102 AT MMSC	19)	20) 10:00-12:00 NOON AMERICAN SIGN LANGUAGE CLASS 101 AT H.C.I.L. 6:00-8:00pm AMERICAN SIGN LANGUAGE CLASSES 101 & 102 AT MULTI-SERVICE CENTER 1475 WEST GRAY	21)	22) 9:00-12:00 NOON AMERICAN SIGN LANGUAGE CLASS 102 AT H.C.I.L. 9:00-1:00pm ATTENDANT CARE "LEARN HOW" 1:00-3:00 A.M. I.I.R.E. "INDEPENDENT LIVING- WANT TO BE MORE INDEPENDENT?"
23) (30	24) (31	25) 10:00-12:00 NOON AMERICAN SIGN LANGUAGE CLASS 101 AT H.C.I.L. 1:30-2:30 "FIRE SAFETY FOR DISABLED" 6:00-8:00pm AMERICAN SIGN CLASSES 101 & 102 AT 1475 WEST GRAY MMSC	26)	27) NO ASL CLASSES	28)	29) 9:00am-12:00 NOON AMERICAN SIGN LANGUAGE CLASS 102 AT H.C.I.L. 9:00-1:00pm ATTENDANT CARE "LEARN HOW"

H.C.I.L. Information & Referral

	JAN 89	FEB 89	MAR 89	APR 89	MAY 89	JUN 89	JUL 89
SERVICE MODE							
PHONE	118	139	155	137	184	166	
LETTER	0	0	1	0	1	0	
OFFICE VISIT	6	1	4	3	4	4	
INTRA-OFFICE	1	0	2			0	
>>> TOTAL:	125	140	162	140	189	170	0
****CLIENT TYPE****							
CONSUMER	60	59	88	74	85	87	
RELATIVE	24	19	25	21	34	19	
AGENCY	10	21	15	6	31	23	
HOSPITAL	9	11	10	11	3	9	
OTHER	22	30	24	28	36	32	
>>> TOTAL:	125	140	162	140	189	170	0
REFERRAL TYPE							
COMMUNITY I & R	38	37	56	47	88	67	
ORGANIZATIONS	14	2	7	7	4	0	
AGENCY	32	37	28	24	41	46	
CONSUMER	15	25	43	32	33	37	
HOSPITAL	19	24	21	24	15	17	
HCIL STAFF	4	6	5	5	7	2	
NOT AVAILABLE	2	9	2	1	1	1	
>>> TOTAL:	124	140	162	140	189	170	0
DISABILITY TYPE							
VISUALLY IMPAIRED	5	5	2	4	4	2	
HEARING IMPAIRED	15	6	7	10	14	8	
MOBILITY IMPAIRED	68	69	95	76	70	92	
COGNITIVETY IMPAIRED	7	4	8	3	11	9	
MENTAL HEALTH IMPAIRED	7	8	9	5	9	13	
OTHER DISABLING CONDITION	11	13	9	6	13	19	
NOT IMPAIRED	12	35	32	36	68	27	
NOT AVAILABLE							
>>> TOTAL:	125	140	162	140	189	170	0
-HOUSING-							
HOUSEMATE	1	1	2	1	1	0	
ACCESSIBLE	29	27	29	19	23	20	
LOW INCOME	1	5	2	13	14	21	
RESOURCE	2	3	8	4	5	3	
EMERGENCY SHELTER	2	1	3	4	1	0	
OTHER	3	6	7	3	15	7	

>>> TOTAL:	38	43	51	44	59	51	0
-EMPLOYMENT-							
UNSKILLED	6	5	7	1	3	3	
SKILLED	5	2	0	8	6	4	
PROFESSIONAL	1	1	0	2	1		
RESOURCE	4	3	4	3	6	3	
>>> TOTAL:	16	11	11	14	16	10	0
-ADAPTIVE EQUIPMENT MODIFICATIONS-							
VEHICLE	2	3	4	1	3	5	
HOME	8	8	10	11	9	19	
WORK	0	0		0	0	1	
>>> TOTAL:	10	11	14	12	12	25	0
-MENTAL HEALTH-	8	1	1	0	6	5	
-TRANSPORTATION-	4	0	10	4	5	2	
-FINANCIAL AID-	9	3	8	11	14	7	
-LEGAL-	7	2	5	5	12	9	
-SOCIAL-	9	6	6	11	7	15	
-EDUCATION-	11	3	2	2	3	4	
-SPORTS-	0	1	4	4	2	3	
-MEDICAL-	1	5	2	2	4	2	
-ATTENDANT-	14	19	9	18	21	21	
-ADVOCACY-	3	10	8	6	12	11	
-INTAKE-	10	8	5	1	1	2	
-HCIL GENERAL INFORMATION-	16	24	41	25	28	32	
-TECHNICAL INFO-							
-ACCESSING OTHER COMMUNITY SERVICES-	1	7	8	13	26	12	
TOTAL OF REQUESTS:	157	154	185	172	228	211	0
UNABLE TO ASSIST:	0	1	1	3	1	0	

AUG 89	SEP 89	OCT 89	NOV 89	DEC 89	1Q 89	2Q 89	3Q 89	4Q 89	YTD 89
					412	487	0	0	899
					1	1	0	0	2
					11	11	0	0	22
					3	0	0	0	3
0	0	0	0	0	427	499	0	0	926
					207	246	0	0	453
					68	74	0	0	142
					46	60	0	0	106
					30	23	0	0	53
					76	96	0	0	172
0	0	0	0	0	427	499	0	0	926
					131	202	0	0	333
					23	11	0	0	34
					97	111	0	0	208
					83	102	0	0	185
					64	56	0	0	120
					15	14	0	0	29
					13	3	0	0	16
0	0	0	0	0	426	499	0	0	925
					12	10	0	0	22
					28	32	0	0	60
					232	238	0	0	470
					19	23	0	0	42
					24	27	0	0	51
					33	38	0	0	71
					79	131	0	0	210
					0	0	0	0	0
0	0	0	0	0	427	499	0	0	926
					4	2	0	0	6
					85	62	0	0	147
					8	48	0	0	56
					13	12	0	0	25
					6	5	0	0	11
					16	25	0	0	41

0	0	0	0	0	132	154	0	0	286
					18	7	0	0	25
					7	18	0	0	25
					2	3	0	0	5
					11	12	0	0	23
0	0	0	0	0	38	40	0	0	78
					9	9	0	0	18
					26	39	0	0	65
					0	1	0	0	1
0	0	0	0	0	35	49	0	0	84
					10	11	0	0	21
					14	11	0	0	25
					20	32	0	0	52
					14	26	0	0	40
					21	33	0	0	54
					16	9	0	0	25
					5	9	0	0	14
					8	8	0	0	16
					42	60	0	0	102
					21	29	0	0	50
					23	4	0	0	27
					81	85	0	0	166

0	0	0	0	0	496	611	0	0	1,107
					2	4	0	0	6

HOUSTON CENTER FOR INDEPENDENT LIVING

SUPPORT SERVICE COORDINATOR'S MONTHLY REPORT

FOR MONTH OF: JUNE, 1989

VOLUNTEER SERVICES

NUMBER OF VOLUNTEER REQUESTS		48
NUMBER OF REQUESTS FILLED		43
NUMBER OF REQUESTS NOT FILLED		5
REASON:	LACK OF NOTICE	0
	LACK OF INFORMATION	0
	LACK OF VOLUNTEERS	2
	REQUESTOR CANCELLED	1
	VOLUNTEER CANCELLED	2
	VOLUNTEER DID NOT SHOW	0
	OTHER REASONS	0
	Staffing Interpreting	12 Hrs.
NUMBER OF VOLUNTEERS SERVING		9
NUMBER OF VOLUNTEER HOURS		333 HRS.

NARRATIVE SECTION

SUBMITTED BY: Don Adkins
Support Services Coordinator

DATE SUBMITTED: 7/6/89

HCIL 3/89

HOUSTON CENTER FOR INDEPENDENT LIVING

CASE SERVICES MONTHLY REPORT

Month/Year June 1989

Prepared By: Linda Boschian/Peer Counselor (Name/Title) Completed July 5,1989 (Date)

INTAKE/COUNSELING:

*Active cases at beginning of month			+ 86
Service Request Only			
Intakes Only		+ 4	
Re-Opens Only		+	
Total participating in Intake Process		=	
*Assessments Completed - Total			+
Carry Over Assessments from Last Month			
*Clients placed on Inactive Status			- 24
*Active clients at end of month			~~xxx~~62
Total inactive files			80
Referrals to TRC - Total			
Clients referred to TRC-VR			
Clients referred to TRC-IL			

INFORMATION AND REFERRAL 1

PEER COUNSELING 12

OTHER (LIST)

NARRATIVE

I finally completed the task of disgarding all the inactive cases that were over 3 yrs old ormore. I now have a total of 80 files that are placed in inactive status.

Out of the 4 intakes, I did see one but I don't know if that person will become an active case management yet. I don't have a demographic breakdown for this moth

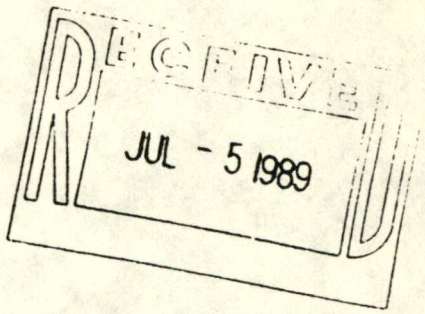
A possible reason why the peer counseling figures are low this month is because it took a lot of time getting in inactive and active casess in order. The active files are still not a realistic figure but it's a lot better than what it was.

I also have a total of 25 intakes that have not been seen due to one reas or another-mainly due to transportation. Witth these, I contact each one at the begining of each month to see what their

TEXAS GOVERNOR'S COMMITTEE FOR DISABLED PERSONS

William P. Clements, Jr., Governor

A. Kent Waldrep, Jr., Chairperson
Virginia Roberts, Executive Director



July 3, 1989

Vicki Harris, Executive Director
Houston Center for Independent Living
3000 Weslayan, #111
Houston, Texas 77027

Dear Vicki:

You took a lot of heat at the Governor's Committee meeting on June 14, and you handled yourself well. You have my admiration for that. It could not have been easy to endure under such circumstances.

While I do not support the CTD Board's decision, it is important to me that you know that I do not hold any grudge against you. You have made many valuable contributions to the disability rights movement. You are also a great role model for independent living. Those things, and my respect for you, have not changed.

I look forward to working with you in the future.

Sincerely,

Virginia

Virginia Roberts
Executive Director

VR:rw

Sorry I haven't been able to reach you by phone. Call if you have time. Va.

4900 North Lamar Austin, Texas 78751-2316 512-483-4386 (Voice or TDD)

Administrative support provided by the Texas Rehabilitation Commission, an equal opportunity employer.

HOUSTON CENTER FOR INDEPENDENT LIVING

MEMORANDUM

TO: CBFL BOARD OF DIRECTORS

FROM: VICKI HARRIS, EXECUTIVE DIRECTOR/HCIL

DATE: JULY 6, 1989

RE: 1987 INDEPENDENT AUDIT AS REQUIRED BY T.R.C.

++

In speaking with Leeda Laykasak with the Texas Rehabilitation Commission she explained to me that due to the fact that the Board President signed and initialed the engagement letter for the services of Andrew Shebay and Associates, legally, we are probably obligated to pay the full $7,500.00. If we insist on refusing to pay the entire fee, we must send the audit to the Regional Director of the Texas Rehabilitation Commission with an attachment explaining why we are dissatisfied and possible steps we could take to improve our situation. The most important aspect of this memorandum is to expedite the finalization of the 1987 audit to satisfy all the requirements of the Texas Rehabilitation Commission at the July 6th CBFL Board Meeting. This matter is critical at this point and must be resolved immediately.

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

A SERVICE OF THE COALITION FOR BARRIER FREE LIVING

PERSONAL ASSISTANCE ENRICHMENT PROGRAM - PHASE I

ABSTRACT

The Texas Department of Human Services has been operating a unique contract for attendant care services to a population of persons with severe disabilities for many years. To date these services have been offered through a shared attendant model. This model requires consumers to live in a group at the same location but gives the consumer 24-hour availability of care through attendants dispatched from an on or near-site office. Consumers have some control and flexibility over their daily schedule through use of a schedule sheet, where they sign-up for tasks authorized through the Texas Department of Human Services. However, the contractor is responsible for the hiring,scheduling, training, supervision and firing of attendants.

Effective May 1, 1989 a new contract began designed to transition this population to a new model within one year. This is called Client - Managed Attendant Care because the consumer assumes the above mentioned responsibilities for managing the attendants. The consumer retains control over their schedule as before, but within the confines of the schedule negotiated with the attendant.

This new model allows the consumer to live anywhere. The contractor maintains a pool of attendants for hiring, back-up, and emergency substitutions. The contractor also issues paychecks and is the legal employer.

Consumers accustomed to the old model are concerned that the new model will not meet their needs and will leave them with a new set of problems to deal with. Some concerns that have been raised are problems arising from attendant turnover, such as the frequent need to spend time interviewing and difficulties of maintaining security because attendants need keys.

Training is needed to give them an adaquate understanding of the new program and to help them develop skills needed to use this program effectively. Support is also needed to help them deal with the anxieties that have arisen in anticipation of these changes and their additional responsibilities.

One major component of HCIL is the independent living skills training component. All training is conducted by qualified instructors who have disabilities themselves and who have dealt with similar issues in their own pursuit of independence. Managing one's own personal assistant is essential to the success of one's daily routine. More often than not individuals have never been trained in personnel management and are placed in the role of managing people who

have been assigned to them by someone else (i.e. a home health care agency). If they do not manage these people appropriately, it can jeopardize their reputation with the agency who places the assistant in the home.

The principal goal of the proposed project is to prepare people who are currently under the 24-hour attendant program through the Texas Department of Human Services to better manage the existing situation. A number of objectives have been formulated by HCIL and TDHS for the first phase of the project:

-Improve assertiveness skills
-Develop a more positive self-esteem
-Refine techniques for dealing with stress

This first educational phase of the project will be followed up by ongoing case management through HCIL's existing program, and the development of a structured peer support system.

BUDGET

CONTRACT LABOR:

3 Peer Instructors ($50.00 per 2-hour session x 8.5 sessions)	$425.00
Consultants ($100.00 per 2-hour session x 4 sessions + $100.00 for over-all consultation)	$500.00
Total Contact Labor	$925.00

SUPPLIES:

Copier supplies, typical expendable office supplies, etc.	$100.00
Resource materials, e.g. books/booklets, films/video tapes/audio tapes, etc.	$250.00
Total Supplies	$350.00

SPACE RENTAL

Based on rates at MMSC for non-profit agencies ($8.00 per 2-hour session x 8.5 sessions)	$ 68.00
Total rent	$ 68.00

TELEPHONE

Estimated at $50.00 per month including basic service and long distance charges	$ 50.00
Total telephone	$ 50.00

PRINTING

Promotional packet	$500.00
Training materials	$100.00

Total printing	$600.00
TOTAL DIRECT COSTS	$1993.00

INDIRECT COSTS

Calculated @ 17% of total program budget	$338.81
Total indirect costs	$338.81
GRAND TOTAL	$2331.81
COST PER CLIENT	$ 45.72

hcil

HOUSTON CENTER FOR INDEPENDENT LIVING

TO: Vicki Harris

FROM: Sandra Bookman

DATE: July 6, 1989

RE: CBFL/HCIL Bank Balances as of July 6, 1989

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Title VII-PART B:	$32,874.35
CBFL/Commercial Savings Account:	2,580.77
CBFL/HCIL General Account:	13,248.81
Older Deaf/Blind Project-Title VII-PART C:	5,049.10
CBFL/Guidebook Bank Account:	4,422.00

-to TRC

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A SERVICE OF THE COALITION FOR BARRIER FREE LIVING

6/13/89

THE COALITION FOR BARRIER FREE LIVING

ELECTION TO BOARD OF DIRECTORS

Recommended slate of officers and members.

PRESIDENT

PEG NOSEK
Margaret "Peg" Nosek, Ph.D., current president of the CBFL, is Director of Research at the Independent Living Research Utilization project, ILRU. For those of you not familiar with ILRU, it is the national center for information, research, and training in the independent living movement and it is a project of The Institute for Rehabilitation and Research and Baylor College of Medicine. Peg has a broad background in independent living and is extensively involved in local, state, national and international disability rights organizations. Recipient of many honors, she has published numerous papers on independent living topics and has co-authored governmental policy-making publications. Peg was the founder and first director of the Austin Resource Center for Independent Living and she is a past chairperson of the Texas Governor's Committee for Disabled Persons.

VICE PRESIDENT

LAURIE GERKIN
Laurie Gerkin, vice president of the CBFL, is Technical Assistance Director of the ILRU Research and Training Center. Laurie's professional experience in independent living dates back to 1976 when she taught independent living skills in "New Options," a research and demonstration project at TIRR. She has co-authored with other ILRU staff a number of publications and audio-visual materials. An active member of several disability-related organizations, Laurie received the Barbara Jordan Award for Excellence in the Communication of the Reality of Disabled People in 1982. In 1983, the Texas Governor's Committee on the Employment of the Handicapped commended her for her contributions to increased public awareness and improved quality of life opportunities for disabled Texans.

BOARD MEMBER

JOYCE FRIEDEN
Joyce was a founding member of the CBFL. In the 70's and early 80's, she served the Coalition in many capacities, including terms as vice president and president. In 1980, Joyce received a grant from the World Rehabilitation Fund to study consumer involvement in disability issues in Sweden and The Netherlands. She lived in Virginia from 1984 to 1988 and served on the board of the Endependence Living Center of Northern Virginia, the I.L. center for that area. She returned to Houston last July. Joyce is an experienced and effective advocate of disability rights and is currently serving on the CBFL/HCIL Task Force on Transportation.

BOARD MEMBER

BETTY PETERSON
Betty Peterson, a volunteer at the Houston Center for Independent Living, is the owner of an apartment locating business called "My Apartment Finders," with one office in Houston, three in the Dallas/Ft. Worth area and one in Austin. An experienced business person, Betty became interested in disability issues when she had an apartment locating business in San Antonio and worked extensively with disabled people to find for them accessible housing. She reports that there is a much greater awareness of the need for accessible housing in San Antonio and she wants to help increase awareness of this need in Houston. Betty has a brother who has multiple sclerosis. She is aware of the needs of disabled people and is committed to help CBFL/HCIL improve the lives of disabled people in our area.

BOARD MEMBER

SCOTT SCHNEIDER
Scott Schneider is a successful graphic designer with his own company, Schneider Design Studio, which produced HCIL's attractive new brochure. Active in many disability-related organizations, he is on the national board of the Muscular Dystrophy Association, and serves as a local ambassador for the M.D.A. Scott holds 18 gold medals in national and international wheelchair Olympic track and field events. He is on the boards of the Greater Houston Athletic Association for the Physically Disabled and the United States Les Autres Sports Association, an international sports organization. Scott also does a lot of motivational speaking to private businesses, schools, government agencies, and the medical community and is interested in helping the CBFL.

COALITION FOR BARRIER FREE LIVING

FINANCIAL STATEMENTS

DECEMBER 31, 1987 AND 1986

Andrew G. Shebay & Co., P.C.
CERTIFIED PUBLIC ACCOUNTANTS
6445 High Star / Houston, Texas 77074 (713) 777-4524

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ANDREW G. SHEBAY & CO., P.C.
CERTIFIED PUBLIC ACCOUNTANTS
6445 HIGH STAR
HOUSTON, TEXAS 77074

January 13, 1989

Board of Directors
Coalition for Barrier Free Living

We have audited the accompanying balance sheets of The Coalition for Barrier Free Living as of December 31, 1987 and 1986, and the related statements of revenue, expenses and changes in fund balances and changes in financial position for the years then ended. These financial statements are the responsibility of the Coalition's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as discussed in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards and the provisions of OMB Circular A-128, Audits of State and Local Governments. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying Schedule of Federal Financial Assistance is presented for purposes of additional analysis and is not a required part of the financial statements. The information in that schedule has been subjected to the auditing procedures applied in the examination of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

We were unable to review the accounting records for the 1987 Bingo Operations. The records were not available for examination for us to form an opinion on the amounts reported for the assets and related revenue, expense and change in fund balance.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had the Bingo records been available for 1987, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Coalition for Barrier Free Living at December 31, 1987 and 1986, and the results of its operations and the changes in its fund balances for the years then ended, in conformity with generally accepted accounting principles.

Andrew H. Shelby & Co., P.C.

COALITION FOR BARRIER FREE LIVING

BALANCE SHEETS
December 31, 1987 and 1986

ASSETS

	1987	1986
ASSETS		
Cash in bank	$ 60,681	$ 22,301
Accounts receivable	10,993	11,095
Prepaid insurance	1,833	568
Deposits	3,886	2,696
	77,393	36,660
Property and equipment - at cost		
Furniture	3,345	8,895
Equipment	35,675	31,152
Vehicle	9,941	9,941
Total property and equipment	48,961	49,988
Less accumulated depreciation	(33,996)	(45,390)
Net property and equipment	14,965	4,598
Total Assets	$ 92,358	$ 41,258

LIABILITIES AND FUND BALANCES

LIABILITIES		
Accounts payable	$ 8,488	$ 18,479
Payroll taxes payable	1,198	2,442
Deferred Revenue	28,054	
Notes payable	7,380	5,083
Total liabilities	45,120	26,004
FUND BALANCES		
Investment in property and equipment	14,965	4,598
Unrestricted fund balances	28,583	11,987
Restricted Title VII fund balance	3,690	(1,331)
Total fund balances	47,238	15,254
	$ 92,358	$ 41,258

The accompanying notes are an integral part of these financial statements.

COALITION FOR BARRIER FREE LIVING

REVENUE, EXPENSES AND CHANGES IN FUND BALANCES
Years Ended December 31, 1987 and 1986

	1987	1986
REVENUE		
Grants	$ 292,913	$ 227,280
Fees	81,617	83,401
Bingo receipts	437,504	
Benefactors	900	17,000
Other revenue	3,555	2,450
Total Revenues	816,489	330,131
EXPENSES		
Salaries	185,607	166,758
Bingo expenses	336,733	1,602
Office and storage rent	48,322	26,845
Interpreting service	54,114	69,319
Insurance	13,525	10,431
Payroll taxes	20,380	19,255
Telephone	13,336	13,855
Contract labor	32,681	15,625
Office supplies	18,505	3,107
Publications and reproduction	12,639	808
Travel and transportation	14,169	3,768
Other expenses	29,618	26,239
Depreciation	4,876	1,779
Total Expenses	784,505	359,391
REVENUE OVER EXPENSES EXCESS (DEFICIT)	31,984	(29,260)
Fund Balances, At Beginning of Year	15,254	44,514
FUND BALANCES, AT END OF YEAR	$ 47,238	$ 15,254

The accompanying notes are an integral part of these financial statements.

COALITION FOR BARRIER FREE LIVING

CHANGES IN FINANCIAL POSITION
Years ended December 31, 1987 and 1986

	1987	1986
SOURCES OF CASH:		
Excess (Deficit) of revenue over expenses	$ 31,984	$ (29,260)
Item not requiring cash:		
Depreciation	4,876	1,779
Cash provided from (used by) operations	36,860	(27,481)
Increase in notes payable	2,297	
Increase in accounts payable		12,778
Increase in deferred revenue	28,054	
Increase in payroll taxes payable		1,398
Decrease in accounts receivable	102	586
Decrease in prepaid expenses		225
Total sources (uses) of cash	67,313	(12,494)
USES OF CASH:		
Purchase of equipment	15,243	
Increase in prepaid expenses	1,265	
Increase in other assets	1,190	
Decrease in accounts payable	9,991	
Decrease in notes payable		1,462
Decrease in payroll taxes payable	1,244	
Total uses of cash	28,933	1,462
Increase (Decrease) In Cash	38,380	(13,956)
Cash - Beginning of Year	22,301	36,257
CASH - END OF YEAR	$ 60,681	$ 22,301

The accompanying notes are an integral part of these financial statements.

COALITION FOR BARRIER FREE LIVING

NOTES TO FINANCIAL STATEMENTS
December 31, 1987 and 1986

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 are 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.

2. INTERFUND BORROWINGS

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.

The interfund receivables and payables are to be repaid within the next fiscal year.

3. NOTES PAYABLE

	1987	1986
Note payable secured by equipment, payable monthly at $220 including interest at 23% due May 1, 1989	$ 3,480	$ 5,083
Note payable, Bingo operator	3,900	
	$ 7,380	$ 5,083

4. LEASES

The Coalition has an operating lease on office facilities expiring September 30, 1988. Minimum future rentals for 1988 are $18,693.

COALITION FOR BARRIER FREE LIVING

NOTES TO FINANCIAL STATEMENTS (CONT'D)
December 31, 1987 and 1986

5. BINGO OPERATIONS

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.

COALITION FOR BARRIER FREE LIVING
SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

For the year ended December 31, 1987

Grantor	Grantor's Number	Grant Year	Grant Amount	Cash and Deferred Revenue Dec.31,1986	Receipts/ Revenue Recognized	Expenditures	Cash and Deferred Revenue Dec.31,1987
Texas Rehabilitation Commission							
Title VII Independent Living	TRC-1L4-84-2	09/30/86-09/30/87	$250,000	$ 3,973	$ 175,844	$ 179,817	$ -0-
Title VII Independent Living	TRC-1L-B-1-88	10/01/87-09/30/88	250,000	-0-	73,551	51,423	22,128
Title VII Services for Older Deaf and Blind	TRC-1L-4-1-86	09-30-86-09/29/87	45,875	-0-	45,568	36,469	9,099
Total Federal Assistance				$ 3,973	$ 294,963	$ 267,709	$ 31,227

The accompanying notes are an integral part of these financial statements.

COALITION FOR BARRIER FREE LIVING

BOARD OF DIRECTORS

1987 - 1989

NAME	POSITIONS	FULL TIME OCCUPATION
(1) Margaret Nosek, Ph.D	President	Director of Research Independent Living Research and Utilization
(2) Laurie Gerken	Vice President	Director of Technical Assistance Independent Living Research and Utilization
Glenda Millar	Secretary	Corporate Secretary Millar Instruments
Tom Ames, C.P.A.	Treasurer	Certified Public Accountant Tom Ames, C.P.A.
~~Michelle Bailey~~	Past President	Caseworker Deaf Council of Greater Houston
(3) Michael Champion	Director	Unemployed
(4) Paul Chase	Director	Retired
Rose Dillon	Director	Unemployed
(5) Rebecca Johnson	Director	Unemployed
(9) Peggy Kanellos	Director	Project Manager The Institute for Rehabilitation and Research
(6) Linda Pickle	Director	Coordinator The Institute for Rehabilitation and Research Foundation

(7) Betty Peterson
Scott Schneider
(8) Joyce Fredette

Vicki, Roberta + 2 guests

Coalition for Barrier Free Living

Houston Center for Independent Living

DRAFT

LONG RANGE PLAN

February 1989

Goal 1: Improve and expand the Center's core services.

1.1: Information and referral:

1.1.1: Expand I & R services and databases in the following areas (in order of priority)

- housing - including a registry of accessible housing and subsidized housing
- attendants - maintaining registry, develop cooperative agreements with other agencies providing attendant services
- financial aid - information on social security, food stamps, rent subsidies, etc.
- employment - job matching (matching employers with disabled people
- equipment - how and where to purchase and service

1.1.2: Update the policy and procedures manual with particular clarification of the difference between advocacy and I & R, and the role of I & R staff in relation to other Center staff and programs.

1.1.3: Expand I & R paid staff to include 3-4 persons; expand the role and number of volunteers.

1.1.4: Promote the availability of I & R services and the image of HCIL as the expert in knowledge of disability services in Houston.

1.1.5: Expand library services - purchase new books, audiovideo products, and other resource materials and make materials available on a loan basis.

1.1.6: Make the services of other databases, such as ABLEDATA and the NCIL network, available to consumers.

1.2: Peer counseling

[not completed]

1.3: Independent living skills

[not completed]

1.4 Advocacy

1.4.1: Expand collaborative activities between CBFL and HCIL in

each of the following components of advocacy:

- taking a position about a problem that affects people with disabilities and taking action to improve the situation and to bring about new and better services for people with disabilities,
- taking action to ensure that people with disabilities have the same rights and opportunities as other citizens, including rights and opportunities:
  - as consumers,
  - as citizens in our local, state, national, and world communities,
  - as citizens who need better access to housing, transportation, employment, and means of communication,
- educating the public about people with disabilities,
- promoting the development of solutions that will improve the lives of persons with disabilities.

1.4.2: These activities should be conducted in the following priority areas:

- attendant services
- accessible housing
- transportation
- availability of affordable supplies and products
- social and recreational opportunities
- information to and about people with disabilities
- employment
- education

Goal 2: Improve working conditions for staff.

[not completed]

Goal 3: Increase the public's awareness of HCIL through a vigorous public relations campaign.

3.1: Conduct a market survey once every 5 years to survey a sample of existing and potential consumers and referring agencies to determine their needs.

3.2: Conduct biannual consumer and referrer satisfaction surveys.

3.3: Maintain a monthly newsletter with items of general interest and new about CBFL and HCIL for consumers, referrers, funding agencies, and public officials.

3.4: Send periodic update letters on the Center's progress to existing and potential funding sources and referrers.

3.5: Maintain an ongoing schedule of television and radio public service announcements and appearances on talk shows

3.6: Maintain a current list of sympathetic media persons and regularly give them information on current issues and events.

3.7: Maintain a gallery of graduates or success stories on continual display at the Center and able to transport to conferences and meetings.

3.8: Prepare and distribute widely an annual report letter on the Center's progress.

Goal 4: Raise funds from sources other than federal grants to comprise 50% of the Center's total budget.

4.1: Conduct an annual cycle of fund raising activities:
- Jan through May - foundation proposals
- March - begin planning for October event
- May through Sept - corporate proposals
- Sept - general appeal letter
- Oct - special event for visibility and fund raising
- Nov - appeal letter to major donors for year-end contributions.

4.2: Fund raising priorities should be #1 independent living skills training and #2 community education programs (including advocacy).

4.3: Maintain a current and potential donors list.

4.4: Establish and maintain a fund raising advisory committee.

Goal 5: Expand outreach activities to minority communities, employers, and other resources.

5.1: Expand representation of various minority groups among consumers, staff, and board members.
5.1.1: Translate all HCIL materials for public distribution into Spanish as a matter of policy.
5.1.2: Hire at least one hispanic and asian staff.
5.1.3: Recruit hispanic and asian volunteers.
5.1.4: Place a high priority on electing persons who are black, hispanic, or asian to the board.
5.1.5: Send all news releases and newsletters to minority newspapers.
5.1.6: Expand outreach to the Bay Area.
[needs discussion]

5.2: Expand contact with employers and other resources.
5.2.1: Communicate regularly with NASA, SW Bell, and other major employers regarding job announcements, programs, technology, information for I&R and library.
5.2.2: Establish and maintain an active employment advisory committee.
5.2.3: Participate actively in Gulf Coast CTD.

Goal 6: Expand opportunities for people with disabilities to be involved in social and recreational activities.

[not completed]

Goal 7: Ensure the delivery of quality services. [not completed]

Needs to be expanded

Coalition for Barrier Free Living

Houston Center for Independent Living

LONG RANGE PLAN

August 1988

The long range planning activities of CBFL/HCIL have included:
--two board retreats resulting in a 5 year vision of the Center and an analysis of internal and external strengths and weaknesses,
--evaluation and needs assessment survey,
--cost/benefit analysis of current services, and
--meetings with staff and community leaders.
Consideration of information from these various sources has led to the development of the following goals to be reached in the next five years.

Goal 1: Improve and expand the Center's core services.

1.1: Information and referral:
--computerize data
--expand number of staff
--expand the volume of interpreter referrals
--establish a comprehensive attendant recruitment and referral service
--establish a housing location and referral service.

1.2 Peer counseling:
--reactivate and formalize the peer associate network
--implement improvements identified at the ILRU seminar.

1.3 Independent living skills training
--expand class offerings
--recruit regular, reliable, qualified teachers
--publicize classes widely.

1.4 Advocacy
--orient all staff to advocacy activities and how to document them
--expand advocacy for the provision of interpreter services
--hire full time advocacy staff to focus primarily on housing and transportation
--provide staff support to CBFL
--expand community education activities.

Goal 2: Improve working conditions for staff.

2.1 Increase staff salaries.

2.2 Increase opportunities for staff development.

2.3 Provide for an attendant/secretary to assist staff with severe disabilities.

Before deciding on program

Cost v benefit
Cost to discontinue
Continued funding

2.4 Computerize as many staff functions as possible.

2.5 Undertake activities to improve staff morale.

2.6 Periodically recognize staff.

Goal 3: Increase the public's awareness of HCIL through a vigorous public relations campaign.

[see plan developed by Linda Pickle]

Goal 4: Improve board effectiveness.

4.1 Establish committees with clear missions.

4.2 Involve all board members in public relations and fund raising.

Goal 5: Raise funds from sources other than federal grants to comprise 50% of the total budget.

5.1 Conduct an intense campaign for foundation grants.

5.2 Establish a private giving program.

5.3 Expand fee for service arrangements.

Goal 6: Expand the demographic representation among HCIL consumers.

6.1 Establish a satellite office at the Multiservice Center to target inner city, low income, minority persons.

6.2 Initiate outreach activities to hispanic people with disabilities.

6.3 Meet with advocates among people who are mentally ill, mentally retarded, blind, deaf, head injured, or members of underrepresented segments of the disabled population to explore ways HCIL could better meet their needs.

Goal 7: Expand opportunities for people with disabilities to be involved in social and recreational activities.

Goal 8: Ensure the delivery of quality services.

8.1 Conduct annual consumer satisfaction surveys.

8.2 Conduct an annual evaluation of the executive director.

8.3 Hold periodic forums with leaders of different segments of the disabled population to obtain their feedback on the effectiveness of HCIL's services and activities.

Reaching the above goals will require the following:

New staff:

1/2 fte advocacy (1/2 already budgeted)
1 fte I & R - 1/2 for housing, 1/2 for attendants
1 fte attendant/secretary
2 fte for satellite office - 1 I & R/recreation staff and 1 secretary

Funding for:

4 1/2 new staff
honorariums for peer associates
fees for IL skills teachers
additional computer resources and consultant/trainer on how to use
increase staff salaries
staff development opportunities
staff recognition
public relations materials
rent, supplies, etc. for satellite office
bi-lingual staff member

Outreach - with Paul

Deaf ✓ Board

Hispanic ✓ Board

Restructuring Committee

recommends

Joyce motion to incorporate HCLL seperately

Marketing

disabled people get high on metro lifts"

4→4→4

Simon Flores

Aug 7 Berkeley 6:30

recommend — $5 membership fee (waive for those who can't pay)

recommend — ongoing committee for membership outreach

AP

COALITION FOR BARRIER FREE LIVING
HOUSTON CENTER FOR INDEPENDENT LIVING

Report of the Long Range Planning Committee's Evaluation and Needs Assessment Survey

July 30, 1988

Background

As part of its long range planning process for the Houston Center for Independent Living, the board of the Coalition for Barrier Free Living conducted an evaluation and needs assessment survey. The purpose of this survey was to obtain feedback on the Center's performance and directions its services should take in the future. The Long Range Planning Committee of the board identified 25 key individuals among consumers with various disabilities and agency or organizational representatives interested in independent living issues. Committee members were assigned individuals with whom they were to conduct structured interviews in person or over the phone. Fifteen interviews were successfully conducted, the responses from which are reflected in the analysis which follows.

Evaluation of HCIL

Everyone interviewed had had contact with the Center either directly (3) or through the referral of someone they were trying to help (12). Three respondents had contact in the past but not recently. Rates of contact or referral ranged from "many, many" to "ebbs and flows" to "once a long time ago". Among those who answered more specifically, the high range was 25 people referred in 6 months.

Respondents identified a wide range of services used or targeted in referral. The most popular among these were peer counseling (5), housing (4), information (4), independent living skills classes (4), attendant referral (3),and interpreters (3). Also mentioned were job placement, speakers bureau, and leisure time planning.

Level of satisfaction with services was measured by general comments and by having respondents rate services on a scale of 1 (low) to 5 (high). Comments ranged from very positive to a combination of good and bad to very negative. The most often mentioned problem was receiving outdated attendant lists. Also mentioned were advertised programs that did not come through, boring IL skills classes, disorganized peer counseling, lack of continuity due to change of personnel, the need for quicker response time, and the need for more trained disabled staff. Four respondents answered "very good" without comment. When asked if they would recommend HCIL to others, all respondents but two answered yes, the exceptions saying that in its current unsettled state, they were not comfortable making referrals. The results of the rating on a scale of 1 to 5 are as follows:

Service	Number Responding	Average Response
Interpreter referral	8	3.8
Information and referral	11	3.8
Accessibility reviews	4	3.7
Peer counseling	9	3.5
IL skills classes	9	3.5
Advocacy	9	3.3
Case management	4	2.2

Need Assessment

Respondents were next asked to identify what they felt were the greatest unmet need of Houstonians with disabilities. This was done in both an unstructured and a structured way, similar to the evaluation above. When asked for general comments, a wide range of needs were mentioned, most common among them being the fact that most people with disabilities do not know where to go to get information to help them solve their problems. The second most commonly mentioned need was for attendant services, followed by peer counseling (including support groups), barrier removal, and transportation. Other identified needs include advocacy, employment, disability crisis hotline, equipment, interpreter referral, subsidized housing, and skills training.

In order to assess the highest priorities among unmet needs, respondents were given a list of ten areas (housing, transportation, attendant services, financial assistance referral, pre-employment services, advocacy, legal referral, social and recreational services, awareness, and barrier removal) and asked to indicated the top three. The three services identified as most needed were housing, transportation, and attendant services. Barrier removal came in a strong fourth.

Finally, respondents were asked to give any comments they wanted to make about the Center and how it could better meet the needs of Houstonians with disabilities. Following is a list of these.

- Focus on 3 or 4 services and do very well; don't try to do all
- More advocacy
- Need careful fiscal reporting and book records
- More visibility as an organization
- Want HCIL to be viewed as professional and viable in dealing with community and clients
- More money is needed for more staff and services
- Needs management (accountability to board or someone)
- Needs motivation, volunteers
- IL could've become a support group, needs leader and organizer
- Advocacy with systems, e.g. Social Security, hold people's hand
- One person takes one day to develop a support group, HCIL could be a clearinghouse for all disability organizations in Houston
- Address affordable, accessible housing, attendant services; need to be an advocate with Metrolift

- Want to see more services in these (priority) areas

- HCIL is a critically needed service in the community, is staffed by capable people but needs a strong board which sets short and long term goals for services to the community. The board should be given information about services available from all ILCs in Texas so they can see what services are provided elsewhere

- Sometimes our limited resources cause delays-don't meet deadlines-aren't able to meet commitments. I previously submitted recommendations about personnel which I feel would help. I feel that the board can and should provide direction and expect performance.

- Vicki and Roberta are great; only complaint-during the fire, nobody was around.

FIVE YEAR VISION

1. FUND RAISING
2. ADMINISTRATION
3. SERVICES/ ADVOCACY
4. BOARD DEVELOPMENT
5. OUTREACH/ PUBLIC RELATIONS/ NETWORKING
6. STRUCTURE (INTERNAL)

FUND RAISING

RICH
INDEPENDENT of GOVERNMENT SUPPORT (TRC, ETC.)
SOLID and CONTINUING SUPPORTERS
DEVELOPMENT COMMITTEE
FEE for SERVICE STRUCTURE
DEFINED BOARD/ STAFF RESPONSIBILITIES
FEES (CONSULTANT)
PROGRAM BUDGETS
1-2 ANNUAL EVENTS (P.R. RELATED ALSO)
PLANNED GIVING PROGRAM
ENDOWMENT FUND
DAY ACTIVITIES and HEALTH SERVICES

SERVICES

ADVOCACY-CLIENT/ COMMUNITY
INDEPENDENT LIVING SKILLS
PEER COUNSELING
INFORMATION and REFERRAL
EDUCATION- CONSUMERS/ PROFESSIONALS
CONSULTING
SUPPORT SERVICES
VOLUNTEER TRAINING and PLACEMENT
SOCIAL and RECREATIONAL SERVICES

Self Adv. to
ILS Prog-gen
Peer Network Coordinator
Tr. Untrained for P.200

A S Grps.

STRUCTURE/ BOARD DEVELOPMENT

SEPERATE FROM CBFL
HCIL HAS OWN 501(c)3
HCIL HAS DIFFERENT BOARD FROM CBFL
BETTER CROSS - DISABILITY REPRESENTATION on BOARD
BOARD ORIENTATION - KNOW MORE ABOUT PROGRAMS
BOARD INVOLVED MORE in PROGRAMS THROUGH COMMITTEES
LEADERSHIP DEVELOPMENT
HONORARY BOARD
DEFINE ROLES BETWEEN BOARD/ STAFF
SELECTION of BOARD/ SELF PERPETUATING
DEFINED BOARD COMPOSITION
ADVISORY BOARD

OUTREACH/ PUBLIC RELATIONS/ NETWORKING

DO GOOD JOB and INFORM PUBLIC
DEFINED TARGET POPULATION
HCIL and SERVICES KNOWN in COMMUNITY
BROCHURES
SPEAKERS BUREAU
QUARTERLY NEWSLETTER
GOOD IMAGE AMONG OTHER SERVICE PROVIDERS
ANNUAL REPORT
EVERY NEW CONTACT to HCIL GETS PROMPT RESPONSE
VOLUNTEER OPPORTUNITIES
P.R. COMMITTEE
JOINT PROJECTS WITH OTHER AGENCIES

ADMINISTRATION

PRIORITIZED STAFF FUNCTIONS
STAFF DEVELOPMENT/ STAFF SUPPORT
BETTER JOB DESCRIPTIONS
CLERICAL STAFF for STAFF WITH SEVERE DISABILITIES
FIVE COUNSELORS on STAFF
5,000 SQUARE FEET of OFFICE SPACE
COMPUTERIZED ACCOUNTING SYSTEM
VOLUNTEER COORDINATOR
1 EXECUTIVE DIRECTORS ASSISTANT
FISCAL MANAGER/ BOOKKEEPER
1 FULL TIME CLERK TYPIST
ACCREDITATION

INTERNAL STRENGTHS

*STAFF

BOARD/ STAFF COMMITMENT

STABILITY

INDIVIDUALS WHO KNOW HISTORY of INDEPENDENT LIVING MOVEMENT.

*COMMITMENT of INDEPENDENT LIVING PHILOSOPHY

STAFF/ BOARD SKILLS

*FACILITY

*TITLE VII FUNDING

*RECOGNIZE PROBLEMS, READY to PLAN

PROGRAM SERVICE CONSISTENCY

ATTENDANT MANAGENENT

INFORMATION and REFERRAL DATA BASE

GOOD RELATIONSHIP WITH DEAF COUNCIL

*NEW COMPUTER

DIRECTOR HAS EXPERIENCE

*TEAM WORK in STAFF

BETTER COMMUNICATIONS

INTERNAL WEAKNESSES

LACK of CLERICAL SUPPORT
POOR ALLOCATION of STAFF TIME
POOR BENIFITS PACKAGE
*HIGH TURNOVER
*DEPENDENCY on SOFT MONEY
POOR COMMUNICATION
NO CLEAR LINE of AUTHORITY
*NO CONCENSUS
NO LONG RANGE PLAN
NOT ENOUGH MONEY
LACK of ORGANIZED VOLUNTEER SUPPORT
*INAPPROPRIATE BOARD/ STAFF INTERACTIONS
LACK of STAFF SUPPORT for BOARD
*CONFUSION of ADVOCACY ROLES
CONFUSION on REPORTING MECHANISM/ DOCUMENTATION
LACK of CLEAR BOARD ROLES
*LACK of EFFECTIVE BOARD COMMITTEES
LACK of FULL BOARD
*LACK of FOLLOW-UP in GENERAL
*NOTERIETY INSTEAD of FAME
LACK of CONFIDENCE in HCIL by STAFF
BURNOUT
LOW MORALE
DIRECTOR DOESN'T LIKE to DISCIPLINE STAFF
OVERACTIVE "GRAPEVINE"
NO FUNDING for STAFF TRAINING and DEVELOPMENT
NO FUNDING for BOARD TRAINING and DEVELOPMENT
*NO RECOGNITION/ REWARDS for STAFF/BOARD
INADEQUATE PROMOTIONAL MATERIALS and ACTIVITIES
NOT ENOUGH MINORITY INVOLVEMENT
MORE ADVOCACY FOR INTERPRETERS RATHER THAN ATTENDANTS

EXTERNAL OPPORTUNITIES

DAY ACTIVITIES and HEALTH SERVICES
*MULTI-SERVICE CENTER
FRIEDENS COMING BACK
GOOD RELATIONSHIP WITH DEAF COUNCIL
TASK FORCES on HOUSING, TRANSPORTATION, ETC.
*OTHER PHILANTHROPIC ORGANIZATIONS LOOKING TO ASSIST
NATIONAL TRAINING OPPORTUNITIES
*ILRU
*DISABLED COMMUNITY has LOTS of NEEDS
DISABLED AMERICANS ACT
MORE CITY INVOLVEMENT
SECOND BAPTIST, OTHER CHURCHES
*UNIVERSITIES/ SCHOOLS
*TITLE VII MONIES
*CORPORATIONS - PARTNERSHIP for EMPLOYMENT ISSUES
TRANSPORTATION IMPROVEMENTS
*MORE FEE for SERVICE OPPORTUNITIES
SURVEY of NEEDS
*REHABILITATION SERVICES in HOUSTON
CTD
*POLITICAL/ INFLUENTIAL FRIENDS in COMMUNITY
SUPPORT GROUPS for OTHER DISABILITIES
OTHER SUPPORT GROUPS NOT RELATED to DISABILITIES but PROVIDING SERVICES
BETTER MEDIA COVERAGE
HOUSTON BECOMING MORE ACCESSIBLE
OTHER PROFESSIONAL ORGANIZATIONS

RESPONSE - INTERNAL STRENGTHS

STAFF

GOOD PAY, OTHER REWARDS, OPPORTUNITIES for GROWTH, APPROPRIATE SUPERVISION, CONSISTENT EVALUATION, CLEARER DIRECTION, BENIFITS

INDEPENDENT LIVING PHILOSOPHY

CBFL, JOB QUALIFICATION, TRAINING/ ORIENTATION for STAFF/BOARD, KEEP up WITH TRENDS NATIONALLY, STAFF to NATIONAL CONFERENCES, RECOGNIZE INDEPENDENT LIVING ACHIEVEMENTS

FACILITY

IN or NEAR MULTI-SERVICE CENTER, USE of MULTI-SERVICE CENTER, LARGE ENOUGH to ACCOMODATE SERVICES, CONSUMER REPORT

TITLE VII

ADVOCATE FOR, APPLY FOR, FIND OTHER FUNDING SOURCES

PLAN

REGULAR STAFF MEETINGS, USING CONSULTANTS, NEEDS ASSESSMENT SURVEY, EVALUATION TECHNIQUES, FOLLOW THROUGH, REVIEW ANNUALLY, BOARD/STAFF VENTING SESSIONS, IMPLEMENT PLAN, SUPPORT MECHANISM for PLAN IMPLEMENTATION

COMPUTER

MANUAL, COORDINATE WITH EVALUATION NEEDS, INDEPENDENT LIVING COMPUTER NETWORKS, BILLING and FINANCIAL, SERVICE STATISTICS, DESK TOP PUBLISHING, LISTS, EDUCATE STAFF, TRANSFER EXISTING RECORDS

TEAMWORK

DIRECTOR, COORDINATES, DEFINE ROLES, MORE BOARD/ STAFF INTERACTION

EXTERNAL THREATS

*LACK of FUNDING - GOVERNMENT
*TRC CHANGES
FEDERAL CHANGES
GRAPEVINE
*ACCREDITATION
HOUSTON ECONOMY
*LACK of INCENTIVE for PHILANTHROPHY
MHMRA
*CROSS-DISABILITY COMPETITIVENESS
PROFESSIONALISM/ CREDENTIALISM
*PREJUDICE
*LOW EXPECTATIONS of HCIL
*LACK of AWARENESS of INDEPENDENT LIVING PHILOSOPHY
SCARCE VOLUNTEER RESOURCES
PRESIDENTIAL ELECTION

RESPONSE - EXTERNAL OPPORTUNITIES

MULTI-SERVICE CENTER

NETWORK WITH PEOPLE THERE, BE VISIBLE WITH BOARD THAT OVERSEES CENTER, MAINTAIN SEPARATE IDENTITY, EXAMINE CONTRACT for FACILITY USE

OTHER PHILANTHROPIC ORGANIZATIONS

COVERED in FUND RAISING

ILRU

BE NICE to BOARD MEMBERS, TAKE ADVANTAGE of OPPORTUNITIES/ EXPERTISE OFFERED

DISABLED COMMUNITY NEEDS

IDENTIFY/ DEFINE NEEDS, HOW CAN HCIL MEET SOMEONES NEEDS, SUGGESTION BOX in WAITING ROOM, TYPES of SERVICES WHICH ATTRACT MOST PARTICIPATION

UNIVERSITIES/ SCHOOLS

DEVELOP CONTACTS, HCIL OFFERING CONTINUING EDUCATION CLASSES

TITLE VII

BE INFORMED and APPLY, ADVOCATE

EMPLOYMENT PARTNERSHIP

FUND RAISING PLAN

FEES

FUND RAISING PLAN

RESPONSE - INTERNAL WEAKNESSES

REWARDS

DEFINING STAFF and BOARD ROLES, MERIT RAISES, NOT HAVE BOARD MEETINGS WHICH QUESTION STAFF ABILITY (E.D.), RECOGNITION PROGRAM for STAFF and BOARD, DOCUMENT and PUBLICIZE BOARD/STAFF ACCOMPLISHMENTS

RESPONSE - INTERNAL WEAKNESSES

TURNOVER

SAME as STAFF (#1 under strengths), PROFESSIONAL STAFF, ELIMINATE BAD STAFF, DEFINE STAFF ROLES, STAFF SUPPORT, STAFF OWNERSHIP

SOFT MONIES

EXPAND FEE for SERVICE, PRIVATE SECTOR FUNDING, EXCITE PEOPLE ABOUT HCIL, FUND RAISING PLAN

PLAN

DEVELOP ONE, IMPLEMENT, REVIEW

BOARD/STAFF INTERACTIONS

MONITOR and CORRECT, BOARD POLICIES, ORIENTATION

ADVOCACY

GET CBFL OFF GROUND, CONSULTANT FROM CTD, TRAIN INDIVIDUALS in PERSONAL ADVOCACY, TRAIN in SPECIFIC ISSUES

BOARD/COMMITTEES

SET UP COMMITTEE STRUCTURE, ASSIGN SPECIFIC TASKS PEOPLE to STAFF COMMITTEES, REPORTS to BOARD, DEVELOP STAFF SUPPORT

FOLLOW-UP

DEVELOP MONITOR MECHANISM, DECIDE on SERVICES to be PROVIDED, STAFF CONTACT if VICKI OUT

FAME

PUBLIC RELATIONS PLAN, REALISTIC ABOUT SERVICES, DOING GOOD JOB, DOCUMENT SUCCESSES, POLICY of RETURNING CALLS

REHABILITATION SERVICES

PROMOTE HCIL, PART of NEEDS ASSESSMENT SURVEY, KEEP TRACK of NEW PROVIDERS

FRIENDS

DEVELOP and FOSTER RELATIONSHIPS, RECOGNIZE, EDUCATE WHAT HCIL CAN DO for THEM, RELAY CLIENT NEEDS

RESOPNSE - EXTERNAL THREATS

LACK of FUNDING

ADVOCATE THROUGH NCIL, PUBLICIZE SUCCESSES, SUPPORT of OTHER ADVOCACY ORGANIZATIONS, PRIVATE FUNDING

TRC CHANGES

DON'T BE INTIMIDATED by TRC, BE PART of INNER INFORMATION CIRCLE, KNOW REGULATIONS, DEVELOP RELATIONSHIP WITH TRC BOARD MEMBERS, INFORM TRC WHEN NOT HAPPY WITH PROCESS

ACCREDITATION

RESPOND to REQUEST for FEEDBACK, SUPPORT NCIL, ADVOCATE for ACCEPTABLE STANDARDS

LACK of PHILANTHROPHY

DO GOOD JOB, SHOW UNIQUENESS, UPDATES to DONORS, ACKNOWLEDGEMENT

CROSS-DISABILITY COMPETITION

FIND AREAS of COMMON INTEREST

PREJUDICE

ADVOCACY, EDUCATION, INFILTRATE OTHER ORGANIZATIONS, P.R. CAMPAIGN, T.V. EXPOSURE, (VISABILITY)

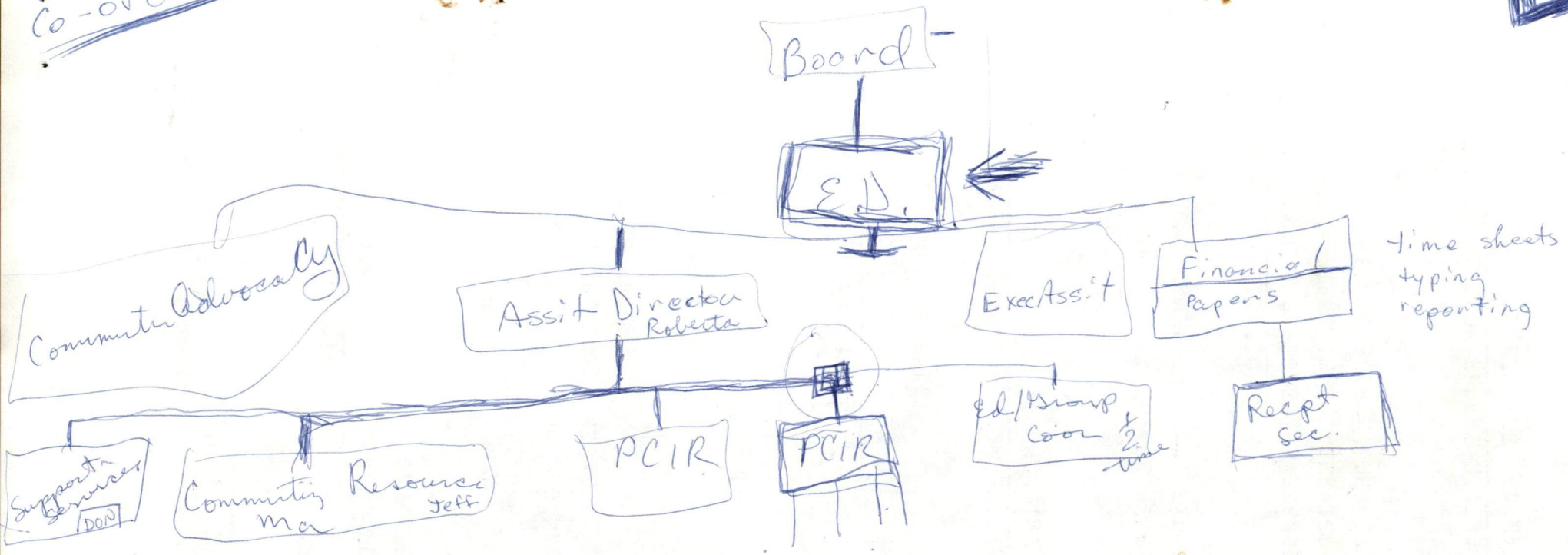
LOW EXPECTATIONS

SAME STRATEGIES as PREJUDICE, PROFESSIONALISM, COMPETENT IMAGE, SERVICES WHICH IMPACT GREATEST NUMBER of PEOPLE, ONE-ON-ONE CONTACTS, GET PEOPLE to HCIL

LACK of INDEPENDENT LIVING PHILOSOPHY AWARENESS

SAME as PREJUDICE, EDUCATE MARVIN ZINDLER

Volunteer Co-ordinator



H.S

michelle Roxy Kathy

Self Outreach

HOUSTON CENTER FOR INDEPENDENT LIVING

M E M O R A N D U M

TO: HCIL Staff

FROM: Christopher Brawner

DATE: August 8, 1989

SUBJECT: ENCOURAGEMENT LETTER TO CHANNEL 13

Hurrah!! for Channel 13 for implementing our city's first closed captioned viewing on local news. It means a lot to the deaf community, especially to the deaf children. For me, it is also a "dream come true" to see the children grow and become deaf professionals. Seeing captioning will improve their reading and inspire them to pursue further education.

My thought is to have each HCIL staff member send a congratulation and appreciation letter to Channel 13. I will also suggest to the deaf community that they send letters of appreciation.

Thank you, and the best to HCIL too.

Address letter to:

KTRK Channel 13
3310 Bissonnet
C/O Claudette Simms
Houston, Texas 77005

/nwg

Internal Revenue Service
District Director

Department of the Treasury

1100 COMMERCE STREET
DALLAS, TX 75242-0000

Date: SEP 25 1987

Employer Identification Number:
76-0185588
Contact Person:
EO TECHNICAL ASSISTOR
Contact Telephone Number:
(214) 767-3526

THE INSTITUTE FOR REHABILITATION
C/O WILLIAM H CAUDILL
1301 MCKINNEY
HOUSTON, TX 77010

Accounting Period Ending:
December 31
Form 990 Required:
Yes
Caveat Applies:
N/A

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 section 509(a)(3).

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.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more you pay to each of your employees during a calendar year. 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 INSTITUTE FOR REHABILITATION

The heading of this letter indicates whether you must file Form 990, Return of Organization Exempt from Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than $25,000. If a return is required, it must be filed by the 15th day 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, Exempt Organization Business Income Tax Return. 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 the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

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

Sincerely yours,

Glenn Cagle
District Director

- Be Prepared—Before you go to your public hearing, make sure the whole group agrees on the major points it is going to make. Do not contradict each other. However, the group should not look like a copy of its leader. Each member should prepare various examples of the group's points.

- Go Public—Before the hearing or meeting, each member of the group should tell as many people as possible of the group's issue, solutions, and upcoming meeting. Get them to support you, if possible, by sending letters of support or other obvious means such as signing petitions. If possible, contact the media—write a letter to the local paper, see if you can talk about the issue on the radio. MAKE YOUR ISSUE A COMMUNITY ISSUE.

Finally, after each step is taken, the group should discuss its results. What did we accomplish, if anything? What should we have done differently? What should we do next?

IN CONCLUSION

There are many existing rights and services for disabled people that you may not know about. Moreover, just because you learn about them does not mean they will automatically protect and serve you. These rights and services must be insisted upon by the people they are supposed to benefit or they may never be practiced. An organized group of committed people is the best avenue to attain and ensure the rights of disabled people. When disabled people become active in the community, it benefits the entire community. So, help yourself. Help the community. Get organized.

ABOUT THIS PUBLICATION

This publication was developed by the ILRU (Independent Living Research Utilization) project of Houston as part of its National Rural Project on Independent Living It was written by Guy Bell, Laurel Richards, and Laurie Gerken.

The ILRU project is a national center for information, training, and technical assistance for independent living. Its goal is to improve the spread and utilization of results of research programs and demonstration projects in the field of independent living.

The ILRU National Rural Project is sponsored in part by the National Institute for Handicapped Research, U.S. Department of Education. Its main objective is to organize a nationwide network of service programs which will assist disabled people in rural areas to reach goals of independence and productivity by making use of existing community resources.

For additional copies of this publication or for more information about the project, contact the ILRU Project; P.O.Box 20095; Houston, TX 77225; (713) 797-0200.

The content of this publication is the responsibility of the ILRU project and no offical endorsement by the Department of Education should be inferred.

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HV 1568.9 .I46 1988





ILRU Field Work

A National Technical Assistance Project for Rural Independent Living

DISABILITY ISSUES: ORGANIZING COMMUNITY SUPPORT

DISABILITY ISSUES: ORGANIZING COMMUNITY SUPPORT

As a disabled person or as somebody close to a disabled person, you are aware of the problems that disabled people face daily. Living in a small town, you probably experience these problems to a greater extent than disabled people in large cities. There are few if any service agencies located in your community. There is little or no public transportation available to you. If you are in a wheelchair, their are few curb cuts or ramps in local businesses and public buildings. If you are blind, nobody uses braille. If you are deaf, there are no interpreters. Perhaps your local school representatives say that the school cannot accommodate students who have disabilities. In other words, you are segregated by the environment.

These problems are not only your own personal problems, but they are problems for today's and tomorrow's disabled people, too. Since they are the problems of a group, their final solutions are best sought by a group. If one person attempts to resolve these problems, he or she is often viewed as a person with a personal problem. When a group addresses these problems, however, the problems are viewed as "community issues," deserving of the attention and action of the community.

There is also support in numbers. Group members support each other, while "going it alone" can be frightening. In addition, solutions to the difficult problems facing disabled people require problem solvers with varying levels of skills, information, and contacts. Only a group can provide all that is needed.

RECRUITING YOUR SUPPORT

The first step in developing a group is selecting an "issue;" that is, a problem that affects disabled people as a whole. An issue attracts many people with the same needs and interests. An example may be reducing physical barriers to all disabled people whether they have visual, hearing, or mobility impairments. The first issue you pick should be one that would be fairly easy to accomplish; people are more likely to try to tackle difficult problems after they have experienced some success. Research the facts about your issue by contacting such organizations as the American Coalition of Citizens with Disabilities, 1012 14th Street, N.W., Suite 901, Washington, D.C., the Disability Rights and Education Fund, 2032 San Pablo Avenue, Berkeley, CA 94702, or your nearest independent living program (your state vocational rehabilitation agency should have this program address). Then organize your thoughts and opinions.

The next step is to plan your first meeting carefully. Some important points to remember are:

- Site and Time Selection—Be sure you select a site that is barrier free and a time which is convenient to most people. If you have blind or deaf participants, try to make arrangements for readers and interpreters.
- Invite People With Different Disabilities—Don't work against each other.
- Advertise—Try to let as many people as possible know about the issue and the meeting. This can be done through word-of-mouth, church bulletins, newsletters, community organizations, clubs, hospitals, community calendars, or the local paper and radio stations.
- The Meeting's Agenda—Allow an opportunity for participants to respond to your opinions on the issue, to feel like active members of the discussion. Allow time for the group to decide on the time, place, and agenda of the next meeting.

ORGANIZE YOUR GROUP EARLY

It is important that your group make some decisions on how it is going to operate as soon as possible. Obviously, your first meeting or two will be devoted to clarifying your issue to all members of the group, gathering the members' opinions, and getting members to commit themselves to resolving the issue. Once you have the understanding and commitment, it is time to make all the various members into a unified, thinking, working group.

The members need to elect officers or leaders of the group. Every group needs leaders to ensure that all members are working together, to keep members informed of each other's activities, as well as to speak on behalf of the group when it is time to act. Since the group is working on disability issues, it is important that disabled people are seen in roles of leadership in your group.

Finally, the group needs to decide on its goals. What is the final result the group wants from its efforts? Having that goal, the group can decide on the steps needed to reach that goal and the members who will work on each step. This kind of planning is sometimes difficult for a group to begin. You may want to ask somebody from an established organization to help with this initial planning. But remember, the final goal and plan to reach that goal must be what the group as a whole wants. Only then will all the members dedicate their time and effort to resolving the issue.

TAKING ACTION

Once the group knows what it wants, it is time to take the agreed-upon steps to reach the goal. It is time to make the community aware of the group's issue and the solutions. Whether the appropriate place to voice your issue is at a public hearing or at a meeting with community leaders, there are two points to remember:



Your Address
City, Texas Zip
Date

U. S. Senator: The Honorable (Full Name)
United States Senate
Washington, D.C. 20510

Dear Senator (Surname):

or

U.S. Representative: The Honorable (Full Name)
U. S. House of Representatives
Washington, D.C. 20515

Dear Mr. (Ms.) (Surname):

Introduce yourself. Show how you are affected by the issue - this is my issue.

I am a _____ year old resident of _____, Texas I was injured in a (car accident, motorcycle accident, fall, etc.) on (date). As a result of my injury, I have difficulty (remembering recent events, choosing words when I talk, reading, driving, doing arithmetic, walking, working fast enough, keeping my balance, maintaining an even temper, getting along with other people, following directions, etc. - whatever applies to you). Even so, I have many capabilities that others may overlook because of my head injury.

Since my injury, I have been frustrated because I recognize my lack of access to opportunities afforded non-disabled persons. While I have tried to get a job (or get into school, or get into training, or become productive, etc.), I have found people unwilling to consider my capabilities, my motivation, and my ability to contribute. As a result I do not get an even chance to succeed.

Show that you are informed - you know what you are talking about.

I understand that Congress is considering a piece of legislation called the Americans with Disabilities Act (H.R. 2273) which is designed to provide protection from discrimination on the basis of handicap. I understand that this law would assure people with disabilities the same rights as those of other minority people. I think that this is important and I want you to support it.

I know that this legislation has the support of most major disability groups in the country, including the National Head Injury Foundation. There are apt to be differences of opinion in how far this legislation should go or about how much it will cost. I understand that compromises have already been made to accommodate such concerns.

Do this for me.

Therefore I urge your full support now for the Americans with Disabilities Act as written.

Sincerely yours,

Name

You may substitute:

I am the parent of a____year old man/woman who sustained a severe head injury on (date). I live in _____, Texas. As a result of my son's/daughter's injury, he/she has difficulty_____

OR:

I work in a _____, Texas rehabilitation facility for persons who have sustained severe head injuries. Many of the head injured survivors with whom I work have problems with_____

YOU SHOULD WRITE TO (in order of priority)

1. Your representative in Washington
2. Senator Phil Gramm
3. Congressman Steve Bartlett
4. Congressman Jack Brooks
5. Senator Lloyd Bentsen
6. Other Texas Legislators

The letter can be handwritten, as long as it is legible.

Highlighted Names
are Jeff's suggestions
for personal invitations

City — 25
71½ 20. Leg — 24
Texas Senate — 6
State Officials — 10
State Senators — 2
" Congressmen — 5
Presidents — 1
Total 73

Document Originally
Attached to
Following Page

CITY OF HOUSTON ADDRESSES

P.O. BOX 1562
HOUSTON, TEXAS 77251-1562
SWITCHBOARD (713) 247-1000

MAYOR	KATHRYN J. WHITMIRE	247-2200

Executive Division

Chief of Staff:		
	Joanne Adams	247-2200
Assistant to Chief:		
	Pat McFarland	247-2200
Communications Director:		
	Paul Mabry	247-2200
Asst. Director:		
	Myra Jolivet	247-2200
Council Agenda Director:		
	Dan Jones	247-2200
Economic Development Special Asst:		
	Bob Hinds	247-2200
Houston Crackdown Director:		
	Julie Cohn	247-2200
Scheduling Director:		
	Rita L. Rodriguez	247-2200
Citizens Assistance Office Director:		
	Bob Dean	247-1888

OFFICE OF THE CONTROLLER

City Controller:		
	George Greanias	247-1440
Exec. Asst. Controller:		
	Terry Phillips	247-1440

CITY COUNCIL

District A	Larry McKaskle	247-2010
District B	Ernest McGowen, Sr.	247-2009
District C	Vince Ryan	247-2004
District D	Rodney Ellis	247-2001
District E	Frank O. Mancuso	247-2008
District F	John Goodner	247-2002
District G	Christin Hartung	247-2007
District H	Dale M. Gorczynski	247-2003
District I	Ben T. Reyes	247-2011
Position 1	Jim Westmoreland	247-2014
Position 2	Eleanor Tinsley	247-2013
Position 3	Jim Greenwood	247-2005
Position 4	Anthony Hall	247-2006
Position 5	Judson Robinson, Jr.	247-2012
Council Coordinator	Clariece Eanes	247-2108

02/89

71st TEXAS STATE LEGISLATURE

TEXAS HOUSE OF REPRESENTATIVES
(P.O. Box 2910, Austin, Texas 78769)

District No.	Representative	Office No.	Phone No.
12	Alexander, Clyde	413-B	463-0730
106	Arnold, Bill	147-A	463-0694
144	Barton, Erwin W.	141-B	463-0460
119	Beauchamp, Jerry	316-E	463-0452
34	Berlanga, Hugo	242	463-0462
140	Betts, Weldon	404-A	463-0924
105	Blackwood, Bill*	345-B	463-0464
110	Blair, Fred	316-D	463-0664
96	Brimer, Kim*	108-A	463-0632
107	Cain, David	G50-B	463-0476
61	Campbell, Ben*	G05	463-0478
91	Carter, Bill G.*	154-H	463-0482
35	Cavazos, Eddie	400-A	463-0484
84	Chisum, Warren	G59-A	463-0736
17	Clemons, Billy	G-10	463-0490
132	Colbert, Paul	G04-C	463-0492
23	Collazo, Frank	354-A	463-0494
120	Conley, Karyne Jones	150-B	463-0708
126	Connelly, Barry*	109-D	463-0496
78	Counts, David	G54-A	463-0480
76	Craddick, Tom*	113-A	463-0500
87	Crawford, Richard*	108-B	463-0704
25	Criss, Lloyd	144-B	463-0502
43	Cuellar, Henry	M143-B2	463-0558
42	Cuellar, Renato	410-B	463-0530
125	Culberson, John*	412-C	463-0528
137	Danburg, Debra	M416-C1	463-0504
50	Delco, Wilhelmina	413-C	463-0506
56	Denton, Betty	G09	463-0508
142	Dutton, Harold	313-B	463-0510
33	Earley, Robert	148-C	463-0512
133	Eckels, Robert*	412-A	463-0514
45	Edge, Eldon	411-A	463-0516
146	Edwards, Al	300-B	463-0518
147	Evans, Larry	302-C1	463-0524
80	Finnell, Charles	355	463-0526
69	Fraser, Troy*	411-C	463-0688
115	Garcia, Orlando	110-D	463-0532
81	Gavin, John	G04-B	463-0534
58	Gibson, Bruce	104-A	463-0538
44	Glossbrenner, Earnestine	302-D	463-0544
114	Goolsby, Tony*	G57-C4	463-0454
108	Granoff, Al	G17-B1	463-0548
94	Grusendorf, Kent*	G56-A2	463-0624

* Denotes Republicans

District No.	Representative	Office No.	Phone No.
51	Guerrero, Lena	G16-A1	463-0552
71	Haggerty, Pat*	154-F	463-0596
109	Hammond, Bill*	403-E	463-0560
93	Harris, Chris*	G04-A	463-0562
27	Harris, Jack*	109-E	463-0564
68	Harrison, Dudley	G17-A1	463-0566
149	Helfin, Talmadge*	102-A1	463-0568
18	Hightower, Allen	G55-B3	463-0570
150	Hilbert, Paul*	147-B	463-0572
67	Hilderbran, Harvey*	354-B	463-0536
101	HILL, Anita*	315-A	463-0574
112	Hill, Fred*	154-C	463-0486
102	Hill, Patricia*	G56-B	463-0576
41	Hinojosa, Juan	357-B	463-0578
5	Hollowell, Bill	346	463-0580
32	Holzheauser, Steve*	G57-C	463-0456
59	Horn, Jim*	416-C1	463-0582
6	Hudson, Sam	144-A	463-0586
79	Hunter, Bob*	106-B	463-0718
36	Hunter, Todd	413-A	463-0672
24	Hury, James	427-A	463-0588
129	Jackson, Mike*	141-A	463-0734
10	Johnson, Jerry	G54-B	463-0556
60	Johnson, Sam*	109-A	463-0594
83	Jones, Delwin*	353	463-0542
66	Junell, Robert	407-A	463-0472
13	Kubiak, L. B.	G11-A2	463-0600
46	Kuempel, Edmund*	145	463-0602
85	Laney, Pete	404-D	463-0604
111	Larry, Jerald	G16-C	463-0642
89	Lewis, Gib (speaker)	241	463-1000
19	Lewis, Ron	109-C	463-0612
47	Linebarger, Libby	410-A	463-0498
39	Lucio, Eddie	G02	463-0640
143	Luna, Al	403-D	463-0614
116	Luna, Gregory	110-E	463-0616
117	Madia, Frank	M109-A1	463-0618
99	Marchant, Ken*	148-B	463-0468
148	Martinez, Roman	416-B	463-0620
52	McCollough, Parker	407-B	463-0670
73	McDonald, Nancy	114-D	463-0622
15	McKinney, Mike	109-B	463-0550
9	McWilliams, Jim	106-C	463-0626
57	Melton, Bob	417-c	463-0628
124	Morales, Dan	360	463--634
40	Moreno, Alex	417-A	463-0636
72	Moreno, Paul	140	463-0638

* Denotes Republican

District No.	Representative	Office No.	Phone No.
97	Mowery, Anna*	150-A	463-0608
4	Oakley, Keith	404-B	463-0458
113	Ovard, A. R.*	148-D	463-0590
92	Park, Carolyn*	154-G	463-0522
65	Parker, Jim	427-B	463-0644
138	Patronella, David	315-B	463-0648
2	Patterson, Pete	G61-B	463-0650
130	Pennington, Randy*	113-B	463-0652
74	Perez, Nicolas	417-B	463-0654
64	Perry, Rick	G55-C	463-0656
122	Pierce,George*	G52-A	463-0658
128	Polumbo, Tony	205	463-0660
22	Price, Al	352-B	463-0662
37	Rangel, Irma	305	463-0666
104	Repp, Glenn*	154-A	463-0598
49	Richardson, Bob*	G11-B	463-0668
31	Robinson, Phyllis	153-A	463-0674
82	Robnett, Nolan (Buzz)*	G14-A1	463-0676
118	Rodriguez, Ciro	G16-B	463-0714
77	Rudd, Jim	313-C	463-0678
8	Russell, Sam	G14	463-0680
30	Saunders, Robert	114-E	463-0682
54	Schlueter, Stan	404-C	463-0684
121	Schoolcraft, Alan*	143-B	463-0686
62	Seidlits, Curtis	G02-A	463-0474
98	Shea, Gwyn Clarkston*	G13-A2	463-0690
127	Shelley, Dan*	412-B	463-0520
53	Shine, Hugh D.*	114-C	463-0630
136	Smith, Ashley*	143-C	463-0696
135	Smith, Dalton*	354-A	463-0722
14	Smith, Richard A.*	400-D	463-0698
48	Smith, Terral*	349	463-0700
86	Smithee, John*	110-F	463-0702
20	Soileau, Curtis	316-C	463-0488
21	Stiles, Mark	G55-B4	463-0706
11	Swift, Dick	M143-B1	463-0592
26	Tallas, Jim*	G55-B1	463-0710
55	Taylor, M. A.*	154-D	463-0712
1	Telford, Barry	403-A	463-0692
3	Thomas, Bill*	106-A	463-0540
95	Thompson, Garfield	300-C	463-0716
141	Thompson, Senfronia	351	463-0720
139	Turner, Sylvester	410-C	463-0554
29	Uher, D. R. (Tom)	151	463-0724
16	Valigura, Keith*	302-A	463-0726
70	Vowell, Jack*	357-A	463-0728
145	Wallace, Ralph	417-D	463-0732
38	Warner, Larry	416-A	463-0606
88	Waterfield, Dick*	G59-B	463-0470

* Denotes Republican

District No.	Representative	Office No.	Phone No.
75	Watkins, Gary	G57-C2	463-0546
123	Wentworth, Jeff*	G13-A1	463-0646
63	Williamson, Ric	G56-A1	463-0738
90	Willis, Doyle	149	463-0740
28	Willy, John*	403-B	463-0742
131	Wilson, Ron	102-B1	463-0744
103	Wolens, Steve	G13-A3	463-0746
134	Wright, Brad*	304	463-0748
7	Yost, Jerry*	154-E	463-0750

*Denotes Republican

COMMITTEES
(of interest to HCIL)

Possibly these as well

COUNTY AFFAIRS

Stiles, Chairman; Campbell, Vice Chairman; Linebarger, Melton, Willy, Chisum, Crawford, Jones, Robinson Soileau and Wentworth.

HUMAN SERVICES

Barton, Chairman; Melton, Vice Chairman; Vowell, Chairman for Budget & Oversight; Blair, Larry, Counts, J. Johnson, Linebarger and Waterfield.

LABOR AND EMPLOYMENT RELATIONS

Criss, Chairman; Shine, Vice Chairman; L. Evans, Chairman for Budget & Oversight; Betts, Fraser, P. Moreno, Mowery, Ovard and Turner.

PUBLIC EDUCATION

Glossbrenner, Chairman: G. Luna, Vice Chairman; Colbert, Chairman for Budget & Oversight; Berlanga, Hammond, Arnold, Edge, Grusendorf and Schoolgraft.

PUBLIC HEALTH

Wright, Chairman; Clemons, Vice chairman; Madla, chairman for Budget & Oversight; Schoolcraft, J. Harris, Hilderbran, McDonald, Park and Rodriguez.

RETIREMENT AND AGING

Robinett, Chariman; Finnell, Vice Chairman; Heflin, Hilderbran, Kuempel, McWilliams, Patronella, R. Smith and Soileau.

STATE AFFAIRS

Laney, Chairman; Guerrero, Vice Chairman; Tallas, Chairman for Budget & Oversight; Cain, Hilbert, Jones, Saunders, T. Smith, Gibson, Harrison, Hury, Oakley and Perez.

STATE, FEDERAL & INTERNATIONAL RELATIONS

Granoff, Chairman; H. Cuellar, Vice chairman; R. Cuellar, J. Harris, S. Husdon, Conley, B. Hunter, Marchant and Rodriguez.

TRANSPORTATION

Cain, Chairman; Russell, Vice Chairman; R. Lewis, Chairman for Budget & Oversight; Edwards, Pierce, Wright, Clemons, Taylor and G. Thompson.

THE TEXAS SENATE

(P.O. Box 12068, Austin, Texas 78711)

District No.	Senator	Phone No.	Office No.
18	Armbrister, Ken	463-0118	329
14	Barrientos, Gonzalo	463-0114	326
31	Bivins, Teel*	463-0131	320
11	Brooks, Chet	463-0111	129-B
17	Brown, J. E. (Buster)	463-0117	128-A
5	Caperton, Kent	463-0105	301-A1
30	Carriker, Steve	463-0130	321
24	Dickson, Temple	463-0124	118
9	Edwards, Chet	463-0109	332
22	Glasgo, Bob	463-0122	319
6	Green, Gene	463-0106	327
3	Haley, Bill	463-0103	116
8	Harris, O. H. (Ike)*	463-0108	128-C
7	Henderson, Don*	463-0107	128-B
23	Johnson, Eddie Bernice	463-0123	331
26	Krier, Cyndi*	463-0126	G-35-A
16	Leedon, John*	463-0116	328
2	Lyon, Ted	463-0102	G-35-B
10	McFarland, Bob*	463-0110	124
28	Montford, John	463-0128	325
4	Parker, Carl	463-0104	129-A
12	Parmer, Hugh	463-0112	120
1	Ratliff, Bill*	463-0101	212
29	Santiesteban, H. Tati	463-0129	129-C
25	Sims, Bill	463-0125	421
19	Tejeda, Frank	463-0119	303
20	Truan, Carlos	463-0120	126
27	Uribe, Hector	463-0127	333
13	Washington, Graig	463-0113	122
15	Whitmire, John	463-0115	324
21	Zaffirini, Judith	463-0121	211

SENATE STANDING COMMITTEES

ECONOMIC DEVELOPMENT
Harris, Chairman; Green Vice Chairman: Bivins, Carriker, Dickson, Haley, Henderson, Leedon, Ratliff, Sims and Whitmire.

EDUCATION
Parker, Chairman; Truan, Vice Chairman; Barrientos, Brooks, Edwards, Green, Haley, Johnson, Krier, Uribe and Zaffirini.

HEALTH AND HUMAN SERVICES
Brooks, Chairman; Uribe, Vice Chairman; Edwards, Johnson, Parmer, Tejeda, Truan, Whitmireand Zaffirine.

SUBCOMMITTEE ON HEALTH SERVICES
Truan, Chairman; Whitmire, Vice Chairman; Edwards, Tejeda and Uribe.

STATE AFFAIRS
Montford, Chairman; Henderson, Vice Chairman; Armbrister, Caperton, Edwards, Glasgow, Green, Harris, Leedom, Lyon, McFarland, Parmer and Washington.

CHAIRMEN, SUBCOMMITTEES OF THE SENATE FINANCE COMMITTEE

EDUCATION, Krier; GENERAL GOVERNMENT & EMPLOYEE BENEFITS, McFarland; REGULATORY, Barrientos; HEALTH & HUMAN SERVICES, Johnson; PUBLIC SAFETY & CORRECTIONS, Montford; NATURAL RESOURCES & TRANSPORTATION, Sims.

STATE OFFICIALS
(c/o Capitol Station, Austin, Texas 78711

GOVERNOR:	
Bill Clements	463-2000
Lt. GOVERNOR:	
William P. Hobby, Jr.	463-0001
SECRETARY OF STATE:	
Jack Rains	463-5701
ATTORNEY GENERAL:	
Jim Mattox	463-2100
COMPTROLLER:	
Bob Bullock	463-4000
TREASURER:	
Ann Richards	463-6000

LEGISLATIVE LEADERS

PRESIDENT OF THE SENATE:	
William P. Hobby	463-0001
PRESIDENT PRO TEM OF SENATE:	
John Leedon	463-0116
SPEAKER OF THE HOUSE:	
Gib Lewis	463-1000
SPEAKER PRO TEM OF THE HOUSE:	
Hugo Berlanga	463-0462

LEGISLATIVE INFORMATION

SENATE:	
Bill Distribution	463-0252
Bill Status Information, Leg. Ref. Lib.	463-1251
Secretary of the Senate	463-0100
HOUSE:	
Bill Distribution	463-1155
Chief Clerk	463-0845
Committee Information	463-0850
Bill Status Information, Leg. Ref. Lib.	463-1251
Toll Free Number	1-800-252-9693

TEXAS DELEGATION

100th UNITED STATES CONGRESS

SENATORS

SENATOR LLOYD BENTSEN
703 HART SENATE OFFICE BUILDING, WASHINGTON, D.C., 20510
(202) 224-5922

961 Federal Building
300 E. 8th Street
Austin, Texas 78701
(512) 482-5834

1111 Commerce Street
Room 7C14, Cabell Bldg.
Dallas, Texas 75242
(214) 767-0577

515 Rusk, Suite 4026
Houston, Texas 77002
(713) 229-2595

Senator Phil Gramm
370 Russell Senate Office Building, Washington, D.C., 20510
(202) 224-2934

900 Jackson, Suite 570
Dallas, Texas 75202

515 Rusk, Suite 8632
Houston, Texas 77002
(713) 229-2766

1205 Texas Avenue, Room 113
Lubbock, Texas 79401
(806) 743-7533

222 E. Van Buren, Ste. 404
Harlingen, Texas 78551

CONGRESSMAN

District 1 - Jim Chapman
429 Cannon House Office Building, Washington, D.C., 20215
(202) 225-3035

P. O. Box 538
Sulpher Springs, Tx 75482
(214) 885-8682

Federal Building, Ste G-15
Marshall, Tx 75670

Federal Building, Suite 401
Texarkana, Tx. 75501

Federal Building, Ste. 210
Paris, Tx. 75460

District 2 - Charles Wilson
2265 Rayburn House Office Building, Washington, D.C. 20515
(202) 225-2401

701 North First Street
Suite 201
Lufkin, Tx. 75901

District 3 - Steve Bartlett
1709 Longworth House Office Building, Washington, D.C. 20515
(202)

6600 LBJ Freeway, #4190
Dallas, Tx 75230
(214) 767-4848

District 4 - Ralph M. Hall

236 Cannon House Office Building, Washington, D.C. 20515
(202) 225-6673

104 N. San Jacinto St.
Rockwall, Tx. 75087
(214) 722-9118

Federal Building, #201
Sherman, Tx. 75090
(214) 892-1112

Federal Building, #211
Tyler, Tx. 75702
(214) 597-3729

District 5 - John Bryant

412 Cannon House Office Bulding, Washington, D.C. 20515
(202) 225-2231

8035 E. R. L. Thorton
Suite 518
Dallas, Tx. 75228

District 6 - Joe Barton

1225 Longworth HKouse Office Building, Washington, D.C. 20515
(202) 225-2002

P.O. Box 4802
Bryan, Tx. 77805
(409) 846-1985

InterFirst Tower, #507
Conroe, Tx. 77301
(409) 760-2291

InterFirst Bank Building
303 West Knox
Ennis, Tx 75119

District 7 - Bill Archer

1135 Longworth House Office Building, Washington, D.C. 20215
(202) 225-2571

515 Rusk, Suite 7501
Houston, Tx. 77002
(713) 229-2763

District 8 - Jack Fields

413 Cannon House Office Building, Washington, D.C. 20215
(202) 225-4901

InterFirst Bank Building
12605 E. Freeway, Ste. 320
Houston, Tx 77015
(713) 451-6334

District 9 - Jack Brooks

2449 Rayburn House Office Building, Washington, D.C. 20215
(202) 225-6565

Federal Building, Ste. 230
Beaumont, Tx. 77701
(409) 839-2508

U.S.P.O. & Courthouse
Suite 217
Galveston, Tx. 77550
(409) 766-3608

District 10 - J.J. Pickle

242 Cannon House Office Building, Washington, D.C. 20515
(202) 225-4865

Federal Building
303 8th Street East
Suite 763
Austin, Tx. 78701
(512) 482-5421

District 11 - Marvin Leath

336 Cannopn House Office Building, Washington, D.C. 20515
(202) 225-6105

Federal Building, #206
Waco, Tx. 76701
(817) 752-9600

District 12 - Jim Wright

1236 Longworth House Office Building, Washington, D.C. 20515
(202) 225-5071

Lanham Federal Building
Suite 9A10
Fort Worth, Tx. 76102
(817) 334-3212

536 West Seminary
Fort Worth, Tx. 76115
(817) 334-4845

District 13 - Beau Boulter

124 Cannon House Office Building, Washington, D.C. 20515
(202) 225-3706

205 East 5th Street
Amarillo, Tx. 79101
(806) 376-2381

Federal Building
1000 Lamar St., Ste 208
Wichita Falls, Tx. 76301
(817) 767-0541

District 14 - Mac Sweeney

1713 Longworth House Office Building, Washington, D.C. 20215
(202) 225-2831

1908 North Laurent, Ste 580
Victoria, Tx. 77901
(512) 576-6132

District 15 - E. (KIKA) De La Garza

1401 Longworth House Office Building, Washington, D.C. 20515
(202) 225-2531

Alice Post Office Bldg.
Alice, Tx. 78332
(512) 664-2215

LaPosada Village
1418 Beech Street
McAllen, Tx. 78501
(512) 682-5545

District 16 - Ronald Colelman

416 Cannon House Office Building, Washington, D.C. 20515
(202) 225-4831

U.S. Courthouse, Room 146
El Paso, Tx. 79901
(915) 541-7650

U.S. Post Office Bldg.
106 W. 4th Street, #304
Pecos, Tx. 79779
(915) 445-6218

District 17 - Charles W. Stenholm

1226 Longworth House Office Building, Washington, D.C. 10515
(202) 225-6605

Federal Building
300 Pine Street, #2101
Abilene, Tx. 79604
(915) 673-7221

903 E. Hamilton
Stamford, Tx. 79553
(913) 773-3623

District 18 - Mickey Leland

2236 Rayburn Office Building, Washington, D.C. 20515
(202) 225-3816

1919 Smith, Room 810
Houston, Tx. 77002
(713) 739-7339

District 19 - Larry Combest

1529 Longworth House Office Building, Washington, D.C. 20515
(202) 225-5126

1205 Texas Avenue, Room 613
Lubbock, Tx. 79401
(806) 763-1611

419 West 4th Street
Suite 601
Odessa, Tx. 79761
(915) 337-1669

District 20 - Henry B. Gonzalez

2413 Rayburn House Office Building, Washington, D.C. 20215
(202) 225-3236

Federal Building
727 E. Durango, Ste. B-124
San Antonio, Tx. 78206
(512) 229-6195

District 21 - Lamar Smith

509 Cannon House Office Building, Washington, D.C. 20515
(202) 225-4236

10010 San Pedro, Ste 530
San Antonio, Tx. 78216
(512) 229-5880

201 W. Wall Street
Suite 104
Midland, Tx. 79701
(915) 687-5232

1006 Junction Hwy.
Kerrville, Tx. 78028
(512) 895-1414

33 E. Twohig St.
Suite 302
San Angelo, Tx. 76903
(915) 653-3971

District 22 - Tom Delay

1039 Longworth House Office Building, Washington, D.C. 20515
(202) 225-5931

9000 Southwest Freeway, Suite 205
Houston, Texas 77074
(713) 270-4000

District 23 - Albert G. Bustamante
1116 Longworth House Office Building, Washington, D.C. 20515
(202) 225-4511

P.O. Box 2015
Del Rio, Tx. 78841

1300 Matamoros St.
Laredo, Tx. 78040

727 E. Durango
San Antonio, Tx. 78206

Uvalde County Courthouse
Uvalde, Tx. 78801
(512) 728-5071

District 24 - Martin Frost

2459 Rayburn House Office Building, Washington, D.C. 20515
(202) 224-3605

Republic Bank
Oak Cliff Tower
400 S. Zang Blvd., Ste. 1319
Dallas, Tx. 75208
(214)767-2816

Republic Bank
Grand Prairie Tower
801 W. Freeway, Ste 720
Grand Prairie, Tx. 75051
(214) 262-1503

District 25 - Michael A. Andrews

322 Cannon House Office Building, Washington, D.C. 20515

Federal Building
515 Rusk, Suite 12102
Houston, Tx. 77002
(713) 229-2244

1001 East Southmore St.
Suite 810
Pasadena, Tx. 77502
(713) 221-4527

District 26 - Richard Armey

514 Cannon House Office Building, Washington, D.C. 20515
(202) 225-7772

1301 S. Bowen, Suite 422
Arlington, Tx. 78521
(817) 461-2555

250 Stemmons, Ste 210
Lewisville, Tx. 75067
(214) 221-4527

District 27 - Solomon P. Ortiz

1524 Longworth House Office Building, Washington, D.C. 20515
(202) 225-7742

3505 Boca Chica Blvd.
Suite 438
Brownsville, Tx. 78521
(512) 541-1242

3649 Leopard, Ste. 510
Corpus Christi, Tx. 78408
(512) 883-5868

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WASHINGTON DC 20500

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Metropolitan Transit Authority

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Appointed 3/14/88
President
Landar Corp.
5 Post Oak Park, Suite 2220
Houston, TX 77027
Phone: 622-0500

Mr. Gunter W. Koetter, Vice Chairman (C)
Future Programs (Chair)
Community Relations
Appointed 5/8/85
P.O. Box 61429
Houston, TX 77208
Phone: 524-2168

Mrs. P.J. Lionetti, Secretary (M)
Transit Operations
Community Relations
Future Programs
Appointed 8/22/86
Lionetti Enterprises
13 W. Stillforest Street
Houston, TX 77024
Phone: 739-4834 (METRO)

Mr. Wm. F. Burge, III (H)
Future Programs
Finance & Administration
Appointed 5/28/87
Director & Exec. V. P. Ayrshire Corp.
P.O. Box 4
Houston, TX 77001
2028 Buffalo Terrace
Houston, TX 77019
Phone: 524-4676

Mr. Newton J. Calvin, Jr. (M)
Finance & Administration
Transit Operations
Appointed 5/28/87
President, Essential Technology Corp.
210 Whispering Oaks
Seabrook, TX 77586
Phone: 526-5297

Mr. Grover G. Jackson (C)
Finance & Administration (Chair)
Future Programs
Appointed 1/22/87
Sr. Vice President & General Counsel
Coca-Cola Foods
Phone: 739-4834 (METRO)

Dr. Naomi W. Lede' (C)
Community Relations (Chair)
Future Programs
Appointed 2/14/84
Dean, Center for Transportation
Training & Research
Texas Southern University
3100 Cleburne
Houston, TX 77004
Phone: 527-7924

Mr. Louis Macey (H)
Transit Operations (Chair)
Finance & Administration
Future Programs
Appointed 5/8/84
President, Louis Macey Investments
1717 St. James Place, Suite 118
Houston, TX 77056
Phone: 960-0690

Mr. Alfonso L. Matta (C)
Transit Operations
Community Relations
Appointed 2/14/84
Printer, Charles P. Young Houston
426 W. 22nd
Houston, TX 77008
Phone: 739-4834 (METRO)

C-Appointed by Mayor: City of Houston; confirmed by City Council. 1988 2yr.

H-Appointed by Harris County; confirmed by Commissioner's Court.

M-Appointed by Mayors of the 14 Multi Cities in METRO's service area.

All mail for Board Members may be sent to Rose Gonzales, Metropolitan Transit Authority, P.O. Box 61429, Houston, TX 77208-1429.

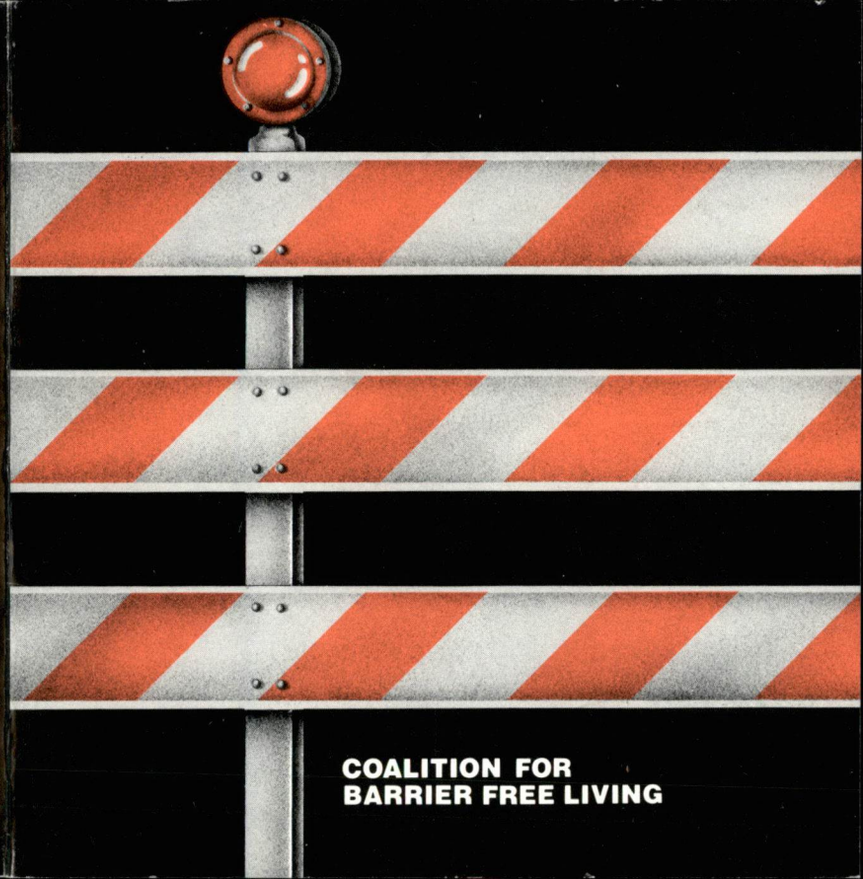
Coalition for Barrier Free Living

3000 Weslayan, Suite 111 • Houston, TX 77027 • (713) 621-3703, 621-6674 (TDD)

Coalition for Barrier Free Living

3000 Weslayan, Suite 111 • Houston, TX 77027 • (713) 621-3703, 621-6674 (TDD)

COALITION FOR BARRIER FREE LIVING
6910 Fannin, Suite 120
Houston, Texas 77030





cbfl

The Coalition for Barrier Free Living (CBFL) is a non-profit organization established in 1975 by a group of disabled and non-disabled individuals striving for the rights of handicapped people.

Tremendous physical and social obstacles stand in the way of the disabled individual attempting to live and participate in the community.

CBFL has grown steadily and now works on such issues as:

- ☐ Accessible public transportation
- ☐ Removal of architectural barriers
- ☐ Telecommunications for people with hearing impairments
- ☐ Employment opportunities
- ☐ Accessible housing
- ☐ Public awareness



- ☐ Information and referral services
- ☐ Independent living
- ☐ Legislative issues concerning disabled citizens
- ☐ Legal advocacy

In 1980 CBFL established the Houston Center for Independent Living (HCIL). This service agency helps disabled people to live more independently in their own homes and in the community. HCIL offers services that deal with the total range of problems confronting the disabled person.

Some of the services provided by HCIL are:

- ☐ Information and referral
- ☐ Peer counseling
- ☐ Attendant training and referral
- ☐ Interpreter referral





- ☐ TTY/Voice Exchange
- ☐ Job development and referral
- ☐ Financial benefits counseling
- ☐ Independent living skills training
- ☐ Legal counseling

In order to continue to grow and be a vital force in the community, CBFL needs you and your support through:

- ☐ Membership
- ☐ Active involvement in CBFL issues
- ☐ Donations

For more information write or call:
Coalition for Barrier Free Living
6919 Fannin, Suite 100

COALITION FOR BARRIER FREE LIVING
Hou. Ctr for Ind. Living
3000 Weslayan, Suite 111
Houston, TX 77027

COALITION FOR BARRIER FREE LIVING
MEMBERSHIP FORM

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ TTY or Voice (Please circle one)

☐ Individual Member	$ 5.00
☐ Non-profit Associate Member	$25.00
☐ Profit Associate Member	$50.00
☐ Additional Donation	$____
Total Enclosed	$____

Indicate your specific areas of interest:

- ☐ Architectural Barriers
- ☐ Community
- ☐ Education
- ☐ Fund Raising
- ☐ Legislation
- ☐ Membership
- ☐ Transportation
- ☐ Other _____

Make checks payable to Coalition for Barrier Free Living

Prin

COALITION FOR BARRIER FREE LIVING
Hou. Ctr for Ind. Living
3000 Weslayan, Suite 111
Houston, TX 77027



COALITION FOR BARRIER FREE LIVING