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FOIA MARKER

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

OA/ID Number: 52061
Folder ID Number: 52061-006

Folder Title:
Texas Rehabilitation Commission '82-'84

Stack:

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Withdrawal/Redaction Sheet (George Bush Library)

Doc. No. / Type	Subject/Title	Date	Restriction	Classification
01a. Form	Nomination Form (1 pp.)	n.d.	C	
01b. Form	Nomination Form (1 pp.)	n.d.	C	
01c. Form	Nomination Form (1 pp.)	n.d.	C	
01d. Form	Nomination Form (1 pp.)	n.d.	C	
01e. Form	Nomination Form (1 pp.)	n.d.	C	
02. Form	Expense record [redaction] (1 pp.)	6/22/83.	C	

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WHORM Cat.:

File Location: Texas Rehabilitation Commission '82-'84

Pinksheet Number: MB10673

OA/ID Number: 52061-006

Date Closed: 8/8/2016

FOIA/Sys Case #: 2016-2624-S

Re-review Case #:

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TEXAS REHABILITATION COMMISSION
CONSUMER CONSULTATION COMMITTEE

Committee Chairman

Lex Frieden
9667 Meadow Vale
Houston, Texas 77063
(713) 797-0200
(Term expires 1/86)

Vice-Chairman

Bobby C. Simpson
Austin Resource Center
for Independent Living
2818 San Gabriel
(512) 473-2684
(Term expires 1/85)

Committee Members

J. A. Abernathy
7804 Parkland Drive
El Paso, Texas 79925
(915) 772-5897
(Term expires 1/85)

Ben Garrett*
2217 9th Street
Brownwood, Texas 76801
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P. O. Box 21340
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Southwest Collegiate Institute
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Shirley K. Price
NASA-Johnson Space Center
Equal Opportunity Program Office/AJ
Mgr. of Federal Women's Program
Houston, Texas 77058
(713) 483-4831
(Term expires 1/85)

Fermin de la Garza*
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(512) 723-1465
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Trudy Putteet
Dean of Students Office
Texas Tech University
P.O. Box 4259
Lubbock, Texas 79405
(806) 742-2192
(Term expires 1/86)

Janie Farris
Bayshore MHMR Center
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(Term expires 1/86)

Mark Rosenthal*
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(214) 920-8025
(Term expires 1/86)

Gary Shreve*
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Monahans, Texas 79756
(915) 943-2511
(Term expires 1/86)

Jann E. Steed*
410 N. Bowie
Seguin, Texas 78155
(512) 379-1892
(Term expires 1/86)

Honorable Bob Thomas
c/o Tenth Court of Appeals
4th Floor Courthouse
Waco, Texas 76701
(817) 753-7341
(Term expires 1/86)

Barbara Trusler
3917 Brook Hollow
Abilene, Texas 79605
(915) 692-1633
(Term expires 1/85)

*New Members

TEXAS REHABILITATION COMMISSION
Consumer Consultation Committee

- PURPOSE: In its efforts to provide the best services possible to disabled Texans, the Texas Rehabilitation Commission seeks guidance and assistance from disabled persons, service providers, and other interested representatives from the general public.
- MEMBERSHIP: A maximum of 26 persons who receive or provide vocational rehabilitation services or are otherwise involved in the field of rehabilitation. Members are appointed by the Commissioner.
- MEETINGS: The Consumer Consultation Committee generally meets on a quarterly basis. Occasionally, meetings of the full committee or its subcommittees are called more frequently when determined necessary by the Commissioner.
- As a rule, meetings are held in the TRC Central Office in Austin. Occasionally, meetings are held in other locations.
- EXPENSES: Aside from reimbursement for travel, lodging and meals, committee members are paid a consultant fee established by the Commissioner.

FOR MORE INFORMATION, CONTACT:

Kaye Beneke
Public Information Director
Texas Rehabilitation Commission
118 E. Riverside Drive
Austin, Texas 78704
(512) 445-8745

**** NOMINATIONS MUST BE POSTMARKED NO LATER THAN NOVEMBER 15, 1984.****

Texas Rehabilitation Commission
Consumer Consultation Committee

NOMINATION FORM

Nominee's Name _____
(Please print or type all information on this form)

Home Address _____
(Street address)

(City) _____ (State) _____ (Zip code) _____

Home Telephone _____ Business Telephone _____

Occupation _____
(Include job title)

Agency or Organization _____

Business Address _____
(Street address)

(City) _____ (State) _____ (Zip code) _____

PLEASE NOTE: Article III, Section 2 of the Consumer Consultation Committee Bylaws states: "The membership shall consist of clients (or former clients), providers of services and others interested in rehabilitation. At least one half of the members shall be handicapped individuals or former clients; the remainder shall include providers of services, family members of clients who cannot represent themselves, and others interested in rehabilitation."

Is the nominee a disabled person? _____ Yes _____ No

Whether or not the nominee is disabled, which disability group does he/she represent?

I am nominating the above-named person to serve on the Consumer Consultation Committee because:

(Continue on reverse, if necessary)

Nominator's Name _____

Address _____

Telephone _____

PLEASE NOTE: A current resume or biography of the person being nominated must accompany the nomination form. Other support material may be supplied as appropriate.

*****NOMINATIONS MUST BE POSTMARKED NO LATER THAN NOVEMBER 15, 1984.*****

Withdrawal/Redaction Sheet

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01a. Form	Nomination Form (1 pp.)	n.d.	C	

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WHORM Cat.:

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Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
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RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
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- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Removed as a personal record misfile.

Freedom of Information Act - [5 U.S.C. 552(b)]

- (b)(1) National security classified information [(b)(1) of the FOIA]
- (b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
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Series:

Subseries:

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MEMORANDUM

TO: William A. Spencer, M.D.
R. E. Carter, M.D.
Bob Baker
M. J. Fuhrer, Ph.D.
William H. Donovan, M.D.

FROM: Lex Frieden *LF*

DATE: March 29, 1984

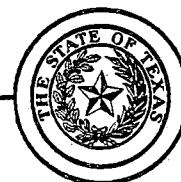
Please find attached the most recent communication from TRC regarding TRC's legislative appropriations request for 1986-87. You will note that the agency is planning to request funding for client services to catastrophically and severely disabled people prior to eligibility for basic support services under the vocational rehabilitation program. There seems to be some misunderstanding about terminology as reference is made to "acute stage." However, I believe this misunderstanding will be cleared up and that early treatment in a medical rehabilitation facility will be covered under this proposed program. I believe TRC's reference to the acute stage indicates their intention not to pay for emergency treatment in acute care facilities.

Also attached is a copy of a letter which I wrote on behalf of TRC's Consumer Consultation Committee to Congressman Bartlett regarding his recent effort on behalf of the Rehabilitation Act. I believe that all of the organizations with which we are associated should recognize the contribution which Mr. Bartlett has made to our work. If you would care to discuss any of these issues, please do not hesitate to call me.

LF:rms

Attachment

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

March 21, 1984

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

Dear Consumer Group:

Enclosed please find the following items:

- 1) Legislative Appropriation Request Guidelines
1986-87 Fiscal Years.
- 2) Letter from TRC Consumer Consultation Committee chairperson,
Lex Frieden to Congressman Steve Bartlett.
- 3) Job description and application information for VISTA program
supervisor and C.T.D. executive director (one position).
- 4) Job description and application information for executive director
position with Oregon's Commission for the Handicapped.

Items 2-4 are sent to you simply for your information. Item 1, however, will be of significant interest to you as it pertains to TRC's state budget request for the 1986-87 biennium.

It's important to keep a couple of things in mind as you review this information. First, these are guidelines. They simply show the areas in which the Commission intends to ask state legislators for funding. The actual federal/state dollar amounts have yet to be determined. The level of state funding we will request will depend on the level of federal funds we can reasonably expect to receive. It's still a little too early to tell about the federal funding levels.

In other words, many of the funding levels for programs shown here are based on what we hope to be able to achieve with state and federal funds. The figures provided under "Independent Living Program" are a good example of this.

I am proud of the fact that these guidelines include several recommendations offered by our Consumer Consultation Committee. Our plan to request funds to serve catastrophically and severely disabled persons between the time they leave the acute care hospital and before it can be determined if they are eligible for vocational rehabilitation services comes directly from a Consumer Consultation Committee recommendation. Consumer support was also an important

(over)

consideration in our decision to request funding for additional independent living centers and Extended Rehabilitation Services programs and more independent living case service money.

The appropriation request guidelines were presented to the TRC Board during its meeting in Austin on March 16. The Board, by a unanimous vote, approved the guidelines.

This is only our first step in preparing for the complex state budget process. In the next few months, we will be watching the federal funding situation closely and refining our estimates of the levels of state funding we will need to carry out a meaningful program.

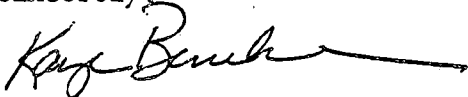
When we have determined the amount of funding we will request from the state legislature, we plan to share that information with you. At that time, we hope you will feel free to discuss our programs and budget request with your representatives in the legislature.

As you are aware, TRC received a significant increase in state funding for the current biennium (FY 1984-85). The additional funds have lent stability to our programs and our ability to provide meaningful rehabilitation services to the disabled persons of our state.

Your active support was instrumental in our success in achieving higher state funding levels for the current biennium. We need your continued support if we are to accomplish the goals set out in the guidelines we are sending you today.

If you have any questions or concerns or if I may be of service to you in any way, don't hesitate to contact me. In the meantime, thanks for your interest and support.

Sincerely,



Kaye Beneke
Public Information Director

KB/be

Encs.

cc: Commissioner Arrell

TEXAS REHABILITATION COMMISSION
LEGISLATIVE APPROPRIATION REQUEST GUIDELINES
1986-87 Fiscal Years
Beginning September 1, 1985

OPERATIONAL LEVELS

VOCATIONAL REHABILITATION PROGRAM -

1. Maintain counselor/population ratio at 1/45,000 based on population growth of 2.5% annually utilizing demographic assumptions in the Long-Range Plan.
 - a. Increase counselor positions by 9 for Fiscal 86 (367) over Fiscal 85 level (358).
 - b. Increase counselor positions by 9 for Fiscal 87 (376) over Fiscal 86 level (367).
2. Provide support staff for counselor increases.
3. Increase client service budgets for inflationary increases.
 - a. Provide \$129,000 per counselor in Fiscal 86.
 - b. Provide \$139,000 per counselor in Fiscal 87.
- * 4. Request funding for client services to catastrophically and severely disabled after acute stage period. Services would be provided prior to eligibility for Basic Support services.
5. Request funding-for volunteer services program (Art. 6252-11e, V.T.C.S.).

INDEPENDENT LIVING PROGRAM -

1. Request funding for existing Independent Living Centers.
 - a. Provide \$250,000 per established center during Fiscal 86.
 - b. Provide \$275,000 per established center during Fiscal 87.
2. Request funding for two (2) additional centers during the biennium.
 - a. Provide \$150,000 for each new center during Fiscal 86.
 - b. Provide \$275,000 for each new center during Fiscal 87.

LEGISLATIVE APPROPRIATION REQUEST GUIDELINES (cont'd)

INDEPENDENT LIVING PROGRAM (cont'd) -

3. Request funding for independent living client services.
 - a. Request \$600,000 for Fiscal 86.
 - b. Request \$700,000 for Fiscal 87.

EXTENDED REHABILITATION SERVICES -

1. Request funding for an additional five (5) projects.
2. Request funding for Housing Coordinator and clerical support.

DEVELOPMENTAL DISABILITIES -

1. No increase in Council Staff or State Agency Program Unit Staff over the current level.
2. Request State General Revenue to match Federal expenditures for Council, Council Staff, and State Program Staff.
3. Request State General Revenue for matching assistance to qualified grantee applicants without sufficient matching funds.

DISABILITY DETERMINATION -

1. Request appropriation authority for Federal funds in accordance with S.S.A. guidelines and workload measures.

ADMINISTRATION -

1. Request funding for additional cost requirements incurred for occupancy of the new Human Services Complex (modular furniture, communications systems, etc.).
2. Limit expansion of program to meet demands of service program activities.

TEXAS ADVISORY BOARD OF OCCUPATIONAL THERAPY -

1. Budget developed to meet the requirements of enabling legislation.
2. Funding to be provided from licensing fees and carryover funds (see Rider Provisions).

LEGISLATIVE APPROPRIATION REQUEST GUIDELINES (cont'd)

INFLATION FACTORS

	<u>Fiscal Years</u>	
	<u>86</u>	<u>87</u>
Percentage Increases for:		
1. Operating Expenses -		
Telephone	25%	25%
Postage	-	10%
Other	6%	6%
2. Classified Salaries -		
Annual Increase	6.8%	6.8%
Merit Increases	1.7%	1.7%
(3.4% Increase for fifty percent of employees)		

Requested levels for:

1. Fringe Benefits -		
Employer Monthly Contribution for Employee Group Insurance Premiums (Per Employee)	\$105.00	\$130.00
Employer Payment of Employee FICA (Maximum Annual)	\$2,532.60	\$2,532.60
2. Travel -		
Mileage Reimbursement	\$.27	\$.27
Flat Per Diem (In-State)		
Meals	\$20.00	\$20.00
Lodging	<u>40.00</u>	<u>45.00</u>
Totals	<u>\$60.00</u>	<u>\$65.00</u>
Per Diem - Actual Cost of Lodging (In-State)		
Meals	\$20.00	\$20.00
Lodging	<u>55.00</u>	<u>55.00</u>
Totals	<u>\$75.00</u>	<u>\$75.00</u>
Per Diem (Out-of-State)	Actual Expense	Actual Expense

LEGISLATIVE APPROPRIATION REQUEST GUIDELINES (cont'd)

FUNDING LEVELS

FEDERAL FUNDS

1. Estimate Federal funds at current year levels for Vocational Rehabilitation and Developmental Disabilities Programs.
2. Include Federal funds for Independent Living Centers and RSA Project grants at known funding levels at time of preparation.
3. Estimate Federal funds for Disability Determination at operational levels reported in the State Agency Budget Request for SSA Disability Programs.

STATE FUNDS

1. Request State General Revenue funds for matching programs based on need utilizing approved operational levels.
2. Request State General Revenue funds for two additional programs.
 - a. Volunteer Services Program.
 - b. Services to catastrophically and severely disabled prior to vocational rehabilitation eligibility.

EARNED FEDERAL FUNDS

1. Utilize Earned Federal Funds in Vocational Rehabilitation and Administration Programs.
2. Earned Federal Funds cash available for appropriation by the Legislature for the 86-87 Biennium is estimated at \$3 million.
3. Allows for retention of \$2.8 million for contingencies.

RIDER PROVISIONS

EXISTING RIDER PROVISIONS

1. No recommended changes in Riders One through Six.
2. Delete Rider Seven - Pilot project for closed head injuries authorization.

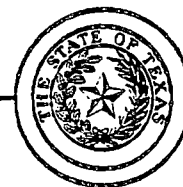
LEGISLATIVE APPROPRIATION REQUEST GUIDELINES (cont'd)

RIDER PROVISIONS (cont'd)

PROPOSED NEW RIDER PROVISIONS

1. Request authority to establish conference funds.
2. Request authority to reimburse disabled TRC employees for attendant care expenses when traveling outside their designated headquarters.
3. Request authority to spend remaining balances in Occupational Therapy fund in subsequent biennium.

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

March 16, 1984

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

The Honorable Steve Bartlett
1233 Longworth House Office Building
Washington, D.C. 20515

Dear Congressman Bartlett:

On behalf of the members of the Consumer Consultation Committee of the Texas Rehabilitation Commission, I would like to thank you and your staff on your outstanding work on the reauthorization of the Rehabilitation Act during the past year. Your leadership in this endeavor makes us proud to be fellow Texans.

As disabled people and advocates of people with disabilities, we know the importance of the Rehabilitation Act. Many of our lives have been enriched by programs authorized by the act, and as a result of your recent actions, our lives will continue to be affected in a constructive manner by this legislation. Your responsiveness to our ideas about the act and your obvious sensitivity to our need for adequate support of consumer controlled independent living programs are particularly appreciated.

There will no doubt be other issues facing Congress in the months ahead which will be of interest to us, but no single piece of legislation will be more important to us than the Rehabilitation Act. Thank you for supporting and representing our views, and thank you for helping to insure that disabled people can lead productive lives as contributing citizens in our communities.

Sincerely yours,

Lex Frieden, Chairperson
Consumer Consultation Committee

LF/be

cc: Commissioner Arrell
Consumer Consultation Committee members

Lex

February 27, 1984

Michele Bailey
Quentin Smith
Mary Sawyer
c/o Houston Center for Independent
Living, Suite 120
6910 Fannin Street
Houston, Texas 77030

Dear Friends,

Thank you for your letter of February 2, 1984 regarding an evaluation of your center made by the Texas Rehabilitation Commission (TRC). I agree with your implied assertion that peer counselors do not need to be trained psychologists. However, I believe it is important for case workers (peer counselors, vocational rehabilitation counselors, psychologists, social workers, or otherwise) to obtain as much relevant background data on their clients as may be readily available. Since I have not seen a copy of the evaluation report itself, it is impossible for me to comment further on the issues which you raise.

Your assumption that the consumer consultation committee of TRC established the standards or criteria which were used in the Houston Center for Independent Living (HCIL) evaluation is incorrect. Neither our committee nor the independent living subcommittee which functions as a part of our committee was consulted in the development of criteria which TRC apparently used to evaluate HCIL. I believe that the independent living subcommittee should be consulted on such matters prior to the fact, and I have communicated my feelings in this regard to TRC administrators. In the future, I trust the independent living subcommittee will be involved in such matters to the extent that criteria which is inconsistent with the independent living philosophy will not be used as a basis for evaluating independent living programs.

For your information, I have appointed Ms. Janie Farris of Baytown to chair the independent living subcommittee of the consumer consultation committee. Ms. Farris has indicated to me her interest in visiting HCIL and discussing pertinent issues with the HCIL staff and directors. I suggest that you may want to invite Ms. Farris to visit your center on some occasion in the near future.

Thank you for your letter. Please contact me any time I can be of assistance to you in my capacity as chairman of the consumer consultation committee.

Sincerely yours,

Lex Frieden
Director

LF:rms

cc: Ted Thayer
Kaye Beneke
Vernon M. Arrell

file

TEXAS REHABILITATION COMMISSION
CONSUMER CONSULTATION COMMITTEE

Committee Chairman

Lex Frieden
9667 Meadow Vale
Houston, Texas 77063
(713) 797-0200
(Term expires 1/84)

Vice-Chairman

Bobby C. Simpson
Austin Resource Center
for Independent Living
2818 San Gabriel
Austin, Texas 78705
(512) 473-2684
(Term expires 1/85)

Committee Members

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Senator Bob Glasgow
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Thomas Morrison
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NASA-Johnson Space Center
Equal Opportunity Programs Office/AJ
Handicapped Program Manager
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Marianne Punchard
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Consumer Consultation Committee Coordinator

Kaye Beneke
Texas Rehabilitation Commission
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Ex-Officio Members

Vernon M. Arrell
Commissioner
Texas Rehabilitation Commission
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Austin, Texas 78704
(512) 445-8108

Doyle Wheeler
Deputy Commissioner for Programs
Texas Rehabilitation Commission
118 East Riverside Drive
Austin, Texas 78704
(512) 445-8122

James L. Jackson
Deputy Commissioner for Administrative
and Support Services
Texas Rehabilitation Commission
118 East Riverside Drive
Austin, Texas 78704
(512) 445-8303

Other members
noted
TRC
Structure



TIRR

THE INSTITUTE FOR REHABILITATION AND RESEARCH

in the Texas Medical Center / 1333 Moursund Avenue / Houston, Texas 77030 / (713) 797-1440

TO: Lex Frieden

FROM: William H. Donovan, M.D. *Bill*

DATE: February 10, 1984

Thank you for your letter informing us of the efforts of the Committee for Disabled Texans and the recommendations made which encourages TRC to place a line item on their budget which would cover the cost of specific treatment for spinal injury and head injury individuals.

This information was discussed among the members of the Texas South Central Regional Spinal Cord Injury System at our last meeting. Needless to say there was much interest in these developments.

All of us are quite interested in and appreciative of the work that you, Senator Brooks and the others have done. In addition, we stand ready to help in any way that we can to present what we see are the needs of these patients, if there should be a call for testimony, or simply opinion.

I look forward to further information as it becomes available. Please let me know if I can help in any way.

Structure

Dynamic / open

1. Reactive (good)

2. free association input

Size of committee
feeling of knowing one another

Ad hoc task forces

1. identify issues prior to meeting
2. assign task forces at beginning of meeting
3. task forces report and full committee relates to issues

Prior to meetings,
distribute background
info. on topics to be
addressed and presentations

Getting to know you:
social evening
member profiles

Seating arrangement (rearranging)
Outside visitors

member self descrip.

Meeting outside Austin

— Brainstorming
on agenda
limit discussion
± 30 min. / each meeting

~~1 & 2 pilots
Hyperreflexia (adrenal)
transplantation of policies
transmission of consistency of policies
CPS - consistency of policies
early intervention and treatment
calyx trophic and
transmission of
(ie. SC1 & C11)
job. Dec. on
int. on
provide incentives~~

Discuss:

orientation ideas

subcom. 12

structure 11

agenda 11

ways of getting local
input

committee member
job description

- make up of committee

- get papers back from

AGENDA
CONSUMER CONSULTATION COMMITTEE
TEXAS REHABILITATION COMMISSION
October 13-14, 1983

OCTOBER 13

10:00 ✓ Call to Order Lex Frieden,
 ✓ Introduction of Guests Chairperson
 ✓ Approval of Minutes
 Other Business - *Bylaws change - 2 year terms & # of terms*
10:15 Certificate Presentations Commissioner Arrell
10:30 Commissioner's Overview Commissioner Arrell
 held until arrival
11:00 ~~INDEPENDENT LIVING - TED THAYER~~ ~~DOUG JORDAN, BUDGET OFFICER~~
 Review of Budget Process ~~Bob Young, Controller~~
11:30 General Discussion Committee Members
12:00 LUNCH BREAK
1:00 Open Discussion Committee Members &
 TRC Staff
5:00 ADJOURN

OCTOBER 14

8:30 Subcommittee Meetings
10:15 BREAK
10:30 Subcommittee Reports
12:00 ADJOURN

*Other topics -
Nominations for CCC
CTA*

*Other
Bylaws Sale Place*

Don McAdams

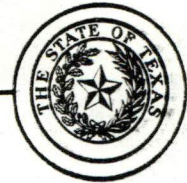
*Take out
report
from
gov. appt.*

*Marianne Punchard is newly
appointed to the Occupational
Therapy Board - TRC is ad. agency
for the OT Licensing Bd.*

- gov. appt.

*See
your chair*

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

January 30, 1984

M E M O R A N D U M

TO: Consumer Consultation Committee Members

FROM: Kaye Beneke, Staff Coordinator

SUBJECT: COMMITTEE MEETING -- FEB. 22-23, 1984

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

Attached is a tentative agenda for the Texas Rehabilitation Commission Consumer Consultation Committee meeting scheduled for Wednesday and Thursday, Feb. 22-23, 1984. The meeting will be held in the Board Room of the Commission's Central Office, 118 E. Riverside Dr., Austin.

Those of you who are "old-timers" on the committee will be pleased to know that we have eight new members joining us for the first time this meeting. In the event you have not received a list of the full membership, I'm sending one with this memorandum. New members are indicated with an asterisk (*).

This is a very important meeting in that much of our effort will be directed toward TRC's budget request to the Texas Legislature for Fiscal Years 1986-87. We feel consumer involvement is an important part of our budget request preparation, and this meeting is your opportunity to be involved.

On another note, my staff is preparing an operations manual for the Consumer Consultation Committee which will include a lot of information about the committee and the Commission. We are including the biographical information we have requested from you in the manual.

However, we have yet to receive the information from some of you, and we would like to have it in time to include in the manual. If you have not mailed in a completed biographical sheet, please do so no later than Friday, Feb. 10. I am enclosing another blank form in the event yours has been lost or misplaced. It would be helpful if you would fill out the form rather than sending us a resume as it will save my staff a little time and, resumes don't always include all the information we're requesting on the form. Thanks for your help!

Concerning accommodations, I have some good news, I believe, from the folks at the Hyatt Regency. The sales department there has agreed to offer a block of rooms to members of the committee at reduced rates. The Hyatt, as some of you may know, is among the few accessible hotels within the immediate vicinity of the Central Office. In addition, it is within walking distance of our building. However, their regular rates are excessive in light of our new regulation limiting your daily expenses for meals and lodging to a maximum of \$75.

Therefore, Consumer Consultation Committee members who wish to stay at the Hyatt during the meeting can reserve a room for \$65 per night, double or single room. To be guaranteed a room at that rate, you must call to make a reservation no later than Feb. 10, 1984, and you must identify yourself as a member of the Texas Rehabilitation Commission Consumer Consultation Committee. After Feb. 10th, rooms which have not been reserved will be released from the block and though you might be able to get one at the reduced rate, the Hyatt cannot guarantee it.

The phone number for the Hyatt Regency, 208 Barton Springs Road, is (512) 477-1234. If you have any problems in trying to make reservations at the reduced rate, please let me know. I'll try to work them out through my contact in the sales department.

You do not have to stay at the Hyatt. This is simply an alternative for those of you who would like to take advantage of it.

Finally, we are still planning an informal evening out together--dutch treat--for dinner and a chance to get to know each other. I've invited members of our Executive Committee to join us if they are able. This social event is planned for Wednesday evening, Feb. 22.

I am looking forward to seeing all of you at the meeting. We've got some important issues to work with through the coming year and need everyone to be involved. Good things are happening at the Texas Rehabilitation Commission, and I'm happy you're a part of them.

If you have any questions, concerns, problems, suggestions--don't hesitate to contact me.

KB/be

Encs.

cc: Commissioner Arrell
Executive Committee Members
Regional Directors
Department Heads
Milton Lege
Ray Vaughn
Ted Thayer
Roger Webb
Dayle Bebee
Carmen Quésada
Justin Dart, Jr.
Peg Nosek
Pat Pound

TEXAS REHABILITATION COMMISSION

Consumer Consultation Committee
Feb. 22-23, 1984

TENTATIVE AGENDA

WEDNESDAY, FEB. 22

10:00 a.m.	Call to Order Introduction of Members New Business	Lex Frieden, Chairperson
10:50	BREAK	
11:00	Commissioner's Update	Commissioner Max Arrell
12:00	LUNCH RECESS	
1:30 p.m.	The State Budget Process	Bob Young, Controller Doug Jourdan, Budget Officer
3:30	BREAK	
3:45	Rural Independent Living Project	Laurie Gerken, Project Coordinator
4:15	Developmental Disabilities Council/Discussion of Senate Bill 2053	Joellen Simmons, Executive Director
4:45	Wrap Up	
5:00	ADJOURN	

THURSDAY, FEB. 23

8:30 a.m.	Subcommittee Meetings	
10:15	BREAK	
10:30	Subcommittee Reports	
11:00	Full Committee Discussion	
11:30	Expense Records	Shirley Edwards, Chief Accountant
12:00	ADJOURN	

TEXAS REHABILITATION COMMISSION
CONSUMER CONSULTATION COMMITTEE

Committee Chairman

Lex Frieden
9667 Meadow Vale
Houston, Texas 77063
(713) 797-0200
(Term expires 1/86)

Vice-Chairman

Bobby C. Simpson
Austin Resource Center
for Independent Living
2818 San Gabriel
(512) 473-2684
(Term expires 1/85)

Committee Members

J. A. Abernathy
7804 Parkland Drive
El Paso, Texas 79925
(915) 772-5897
(Term expires 1/85)

Ben Garrett*
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(817) 753-7341
(Term expires 1/86)

Barbara Trusler
3917 Brook Hollow
Abilene, Texas 79605
(915) 692-1633
(Term expires 1/85)

*New Members:

Biographical Sketch
Consumer Consultation Committee

Name _____

Business Address _____

Business Phone _____

Home Address _____

Home Phone _____

Occupation _____

At which address & phone number do you wish to receive committee information?
(Check one) _____ business _____ home

Please give a brief history of your work experience and/or other professional interests. _____

List any associations to which you belong or any volunteer activities in which you participate. _____

Write down some of your hobbies or other personal interests. _____

(Feel free to continue your responses on a separate sheet if you don't have enough room on this form.)

CONSUMER CONSULTATION COMMITTEE
ORIENTATION SCHEDULE
TUESDAY, FEBRUARY 21, 1984

10:00 a.m.	Call to Order Introductions Manual Review	Lex Frieden, Chairperson
10:30	Overview of Consumer Consultation Committee (Purpose and Role)	Commissioner Arrell
11:00	Break	
11:10	Questions/Answers Discussion	Chairperson, Commissioner, Staff
11:45	Lunch	
1:30 p.m.	Introduction of Commissioner's Staff Edward Austin, Assistant Commissioner Bob Young, Controller David MacCabe, Director of Internal Audit Ed Flanders, Director of Program Audit Kaye Beneke, Director of Public Information	Commissioner Arrell
1:45	Introduction of Deputy Commissioners Doyle Wheeler, Deputy Commissioner for Programs Dale Place, Deputy Commissioner for Disability Determination Division James Jackson, Deputy Commissioner for Administrative and Support Services	Commissioner Arrell
2:15-4:15	Tour of Central Office	
4:30	Wrap-Up	
5:00	ADJOURN	



COALITION FOR BARRIER FREE LIVING

February 9, 1984

Mr. Lex Frieden
TRC Consumer Advisory Committee
P. O. Box 20095
Houston, Texas 77225

Dear Mr. Frieden:

The Board of the Coalition for Barrier Free Living (CBFL) is in receipt of the Program Evaluation of the Houston Center for Independent Living dated January 26, 1984 and has reviewed said document. It is obvious that a thorough and objective evaluation of center programs and procedures was completed. The Board is in general agreement with the findings of the reviewers, and the time and effort that went into the review process are sincerely appreciated.

Notwithstanding the positive tone of the evaluation, there is, however, one component of the evaluation with which the Board takes issue. Item number nine in the evaluation report deals with case management and documentation. Some legitimate deficiencies in past case management procedures were cited and are being addressed. Item number nine, however, also refers to the need to request "... medical and psychological information ... from treatment resources ...". In light of the mission and goals of HCIL and the training and qualifications of the counseling personnel in the Center, the Board questions the validity of requesting the aforementioned information.

The counseling personnel employed by the Center at this time function as peer counselors and are not qualified by either education or experience to interpret or utilize diagnostic information provided by medical and psychological professionals. Furthermore, HCIL's legal justification for requesting medical and psychological information is open to question. In the case of TRC clients, pertinent information required by the peer counselor should be available from the referring TRC counselor.

RECEIVED FEB 13 1984

Mr. Lex Frieden
February 9, 1984
Page 2

It is the assumption of the Board of CBFL that the Consumer Advisory Committee approved requesting psychological and medical information as part of the case management process. If this is the case the Board of CBFL would like to know the rationale for this decision. Because this is a substantive issue, the Board of CBFL is requesting a written response to this inquiry. Your attention to this matter is appreciated.

Sincerely,



Michele Bailey
CBFL Vice President



Mary Sawyer
Chairperson, CBFL Committee on
Service Provision



Quentin W. Smith
HCIL Executive Director

QWS:nw

Quentin Smith

TEXAS REHABILITATION COMMISSION
OFFICE MEMORANDUM

TO: Darlene Clemons, Mel Fajkus, Charles Armstrong, Leigh Ann Meissner,
Duane Snow.

FROM: Ted M. Thayer, Director of Independent Living
Austin Central Office

SUBJECT: PROVISION OF INDEPENDENT LIVING SERVICES TO THE BLIND AND VISUALLY
IMPAIRED

DATE: January 25, 1984

RE:

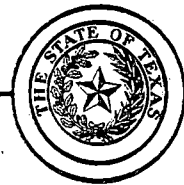
The question has been raised recently by several of you as well as several of the centers for independent living as to whether the state funds earmarked for the provision of independent living services by the Commission can be utilized to serve blind or visually impaired individuals. This issue has been pursued with our legal counsel and other Commission administrators and the following decisions reached:

1. The only way that the Texas Rehabilitation Commission could be involved in serving individuals with a primary disability of blindness or visual impairment would be for the Commission for the Blind to contract with the Texas Rehabilitation Commission on a reimbursement basis for the provision of such services.
2. The above procedure would require negotiation with the Commission for the Blind to determine whether that activity is acceptable to both agencies.
3. In the meantime, independent living services should not be provided by the Texas Rehabilitation Commission for individuals with a primary disability of blindness or visual impairment. These individuals should be referred to the Commission for the Blind.

dk

cc: ✓ CIL Directors
Vernon M. Arrell
Doyle Wheeler
John Wylie
Edward Austin
Regional Directors
Program Directors
Area Managers

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

January 25, 1984

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

MEMORANDUM

TO: Addressees Listed Below

FROM: Kaye Beneke

SUBJECT: CONSUMER CONSULTATION COMMITTEE ORIENTATION

As I mentioned to you in an earlier memo, new members of the Consumer Consultation Committee will arrive in Austin on Tuesday, February 21, 1984, to attend an orientation. The purpose of today's memo is to ask your help in making the orientation a success.

While the morning session will be taken up with the sharing of routine committee business, I am planning a tour of the Central Office for the afternoon.

The tentative agenda for the afternoon is as follows:

1:30 Board Room	Introduction of the Commissioner's staff (Austin, Young, MacCabe, Flanders, Beneke)	Commissioner Arrell
	--a brief introduction and summary of areas of responsibility--	
1:45	Introduction of Deputy Commissioners (Wheeler, Place, Jackson)	Commissioner Arrell
	--ten minutes each to describe areas of responsibility--	
2:15	Start tour	
2:30	Program Services	John Wylie
2:45	Civil Rights Office	George Clark
3:00	Staff Development	Tom Word
3:15	BREAK	
3:30	RehabTech	Roger Levy
3:45	Planning Section	Cole Murphy
4:00	DD council/GCDP	Joellen Simmons/ Virginia Roberts

118 East Riverside Drive (512) 445-8000, Austin, Texas 78704

An Equal Opportunity Employer

4:15 Budget Office
4:30 Information Services
4:45 Wrap Up
5:00 ADJOURN

Doug Jourdan
John Ribble

Obviously, the tour will not cover all of the offices within the Central Office. And, it doesn't allow much time in any area. All I'm hoping to accomplish is to give new members an opportunity to meet you and your staff and learn a little bit about your operation. We'll have time for more in-depth gatherings during other meetings.

Please look over the schedule and let me know whether or not it is agreeable to you. We will do everything we can to resolve a conflict between this agenda and your busy schedules.

If you have any questions, don't hesitate to contact me. I really appreciate your help!

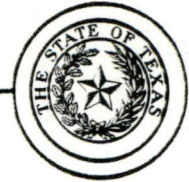
KB/be

cc: Commissioner Arrell
Lex Frieden, Chairperson
Doyle Wheeler
Dale Place
James Jackson
Edward Austin
Bob Young
David MacCabe
Ed Flanders
John Wylie
George Clark
Tom Word
Roger Levy
Cole Murphy
Joellen Simmons
Virginia Roberts
Doug Jourdan
John Ribble

Texas Rehabilitation Commission

Vernon M. Arrell, Commissioner

January 18, 1984



BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

MEMORANDUM

TO: Executive Committee Members

FROM: Kaye Beneke, Public Information Director *Kas*

SUBJECT: UPCOMING CONSUMER CONSULTATION COMMITTEE MEETING

This is to make you aware of what's going on with TRC's Consumer Consultation Committee and some events we have planned for February.

First, Commissioner Arrell has appointed eight new members to the committee to replace members whose terms expired at the end of last year. I am attaching a list of the full membership with the new members indicated for your information.

I am planning an orientation for the new members to be held in the Board Room on Tuesday, Feb. 21, 1984, from 1:00 - 5:00 p.m. The purpose of this session (the first one we've ever had, by the way) is to familiarize the new members with the Commission's programs and operations and to give them an opportunity to meet some of the folks from the Central Office with whom they will work in the course of their terms.

I will be calling on a number of you for assistance during the orientation. For the most part, your participation would involve allowing us to stop by your office and/or section for a few minutes to meet you and any of your staff you would like to introduce. I am planning a tour instead of asking you to speak at the meeting because I think the new members can get a better "feel" for the agency by seeing you in your normal setting. I will be contacting those of you we would like to visit on this first tour within the next few days.

In the meantime, if you have suggestions for topics you think should be covered during the orientation, please let me know.

The full Consumer Consultation Committee will meet on Feb. 22-23, the two days following the new member orientation. A good portion of that meeting will involve the state budget process and recommendations for TRC's appropriations request for the FY 1986-87 biennium.

There will be some time left for discussion of other topics. Again, if you have any suggestions, please let me know.

Finally, beginning with the upcoming meeting, the committee is changing its subcommittee structure. Instead of having the three standing subcommittees which have been in existence for a number of years, the committee chairperson, working with the Commissioner and staff coordinator, will appoint subcommittees on an as needed basis. Under this structure, while one subcommittee might work on a particular special project for several months, another might be able to develop a recommendation or suggest a solution to a problem with one or two meetings. This structure is expected to give the committee greater flexibility and an opportunity to be more responsible. The success of this new structure, I believe, lies in the kinds of issues the subcommittees are given to work on.

If you have issues or topics which you feel are appropriate for study by a special subcommittee, please let me know about them. I would appreciate your response no later than Jan. 31, 1984.

I should point out that the Independent Living Subcommittee will not be disbanded at this point in time. Members appointed to this subcommittee have been, and will continue to be, heavily involved in providing advice and guidance in relation to the case service funds the Commission has made available to the state's independent living centers.

Last, but not least, the committee members are planning to go out to dinner together on the evening of Wednesday, Jan. 22, following the meeting. This, hopefully, will help members become acquainted with each other at the outset of this new year. We would be delighted for you to join us for the evening. We're not planning anything formal or fancy--and, it's dutch treat. If you would like more information, please give me a call.

Thank you for your interest in the Consumer Consultation Committee. If you have any questions or suggestions, don't hesitate to contact me.

KB/be

Enc.

cc: Commissioner Arrell
Lex Frieden, Chairperson

file memo

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

December 20, 1983

[Handwritten signature: Vernon M. Arrell]

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

M E M O R A N D U M

TO: TRC Consumer Consultation Committee Members

FROM: Kaye Beneke, Staff Coordinator *[Handwritten signature: Kaye]*

SUBJECT: NEXT COMMITTEE MEETING

The next meeting of the Texas Rehabilitation Commission Consumer Consultation Committee is scheduled for Wednesday and Thursday, February 22-23, 1984, in the TRC Central Office board room. This is an important meeting for a couple of reasons--it is our first with several new members, and we will be talking about the Commission's state budget request for the FY 1986-87 biennium. I hope you will be able to join us.

While it will be explained in more detail at the meeting, I would like to take this opportunity to explain to you a change in our policy regarding your expenses when you attend committee meetings. You will continue to receive a \$100 consultation fee for each day you meet and full reimbursement for travel expenses for you and, if you require one, your attendant. The change affects expenses for meals and lodging. The Commission will reimburse up to \$75 per day for meals and lodging. If you require an attendant, he or she may be reimbursed up to \$75 per day, also, in addition to the \$50 per day attendant fee.

This change in policy was made necessary by a new state law. We will explain it in full detail at the February meeting. I just wanted to make you aware of it now.

For your information, Commissioner Arrell has invited eight people to serve as members of the committee. As soon as we receive a response from them and can compile a list of the committee membership, we will send their names to you. The new members have been invited to attend an orientation on the day before the full committee meeting.

[Handwritten signature: Kaye Beneke]

118 East Riverside Drive (512) 445-8000, Austin, Texas 78704

An Equal Opportunity Employer

Some of you expressed an interest in spending time together socially when you're in town for a meeting. We are trying to make some plans for the evening of Tuesday, February 22. If you have any suggestions or ideas, please let me know.

Finally, I am enclosing a biographical form for you to fill out. This information will be included in the new Consumer Consultation Committee manual we are putting together. Again, we're doing this in response to some of your suggestions. Please fill it out and return it to me at your earliest convenience.

Thanks so much for making 1983 such a pleasure for me. Please accept my best wishes for happy holidays and a bright new year!

KB/be

Encs.

cc: Commissioner Arrell
Executive Committee Members
Regional Directors
Department Heads
Milton Lege
Ray Vaughn
Ted Thayer
Dayle Bebee
Carmen Quesada
Justin Dart, Jr.
Peg Nosek
Pat Pound

CONSUMER CONSULTATION COMMITTEE
MEETING

OCTOBER 13-14, 1983

MINUTES

The Consumer Consultation Committee for the Texas Rehabilitation Commission met at 10:00 AM in the third floor conference room of the TRC Central Office, 118 East Riverside Drive, Austin, Texas.

Chairman Lex Frieden called the meeting to order, introduced members and guests, and announced that following a few presentations the agenda for the meeting would be an open discussion of various issues and concerns as requested previously by Committee members.

Those in attendance were:

COMMITTEE MEMBERS: Lex Frieden, Chairman
Bobby Simpson, Vice Chairman
Ray Dabney
Don Culwell
Wyatt Hall
Bob Blase
Becky Brandon
J. A. Abernathy

TRC STAFF MEMBERS: Kaye Beneke, Staff Coordinator
Vernon M. Arrell
Dale Place
Bob Young
John Fenoglio
Ted Thayer
Doug Jourdan
Barbara Alvarez
Connie Villec-Nemmers
Betty Eli

GUESTS: Peg Nosek

Discussion was held regarding the number of Committee members in attendance and the necessity of a quorum as stated in the bylaws. As two members, Judge Bob Thomas and Marianne Punchard, were unable to attend the morning session but would be in attendance at the afternoon session, it was decided to continue with the meeting.

CONSUMER CONSULTATION COMMITTEE MEETING
October 13-14, 1983

SUGGESTIONS:

1. The original counselor retain primary responsibility of a client when the client is transferred from his home community to a sheltered workshop or halfway house.
2. More frequent visitation of facilities by Central Office staff.
3. More regional meetings of TRC staff for clarifying directives from the Central Office.
4. More specialized training in certain disability areas for general caseload counselors.
5. Elimination of subcommittees and creation of task forces for problem areas.
6. During Committee meetings, have subcommittee or task force meetings first with full Committee meeting afterward.
7. The need to identify the Committee members with TRC field personnel as well as Central Office staff.
8. Have Committee meetings in other cities.
9. Secure identification name tags for Committee members.

RECOMMENDATIONS:

1. To provide continuing and expanding programming to the independent living program and to consider increasing the line item amount on independent living each year due to cost of living expenses, cost of services, etc.
2. To continue investigation in rehabilitation services to the aging.
3. To expand the closed head injury program and develop an extended rehabilitation services program for that disability group.
4. Create a line item for early intervention for catastrophically and severely disabled, closed head and spinal cord injuries.
5. To develop a system of innovation and expansion pilot studies for services to various groups of disabled individuals, i.e., closed head injuries, spinal cord injuries, pain clinics, etc.
6. To provide improved linkage and incentives in job development and job placement for TRC counselors.
7. More emphasis on transportation and housing for the handicapped with a Program Specialist in the Central Office with expertise in transportation and housing as well as a counselor in each field office with this expertise.
8. The Committee desires more knowledge of the Extended Rehabilitation Services Program--the need to provide consistency with ERS and the other services of the agency.

Committee members discussed the minutes from the last meeting on July 18-20, 1983, and a needed bylaws change, but deferred a vote on both until a quorum was present.

The Committee was informed that members Tom Morrison and Shirley Price were appointed to the Governor's Committee for Disabled Persons with Bobby Simpson being appointed as the new Chairman of that Committee.

DISABILITY DETERMINATION DIVISION - Dale Place

Mr. Dale Place, Deputy Commissioner for the Disability Determination Division, gave a brief overview of the recent changes in the Social Security Act and its results in the Disability Determination Division. The 1980 Amendments to the Social Security Act require that all cases that have been on the rolls for a considerable length of time must be reviewed every three years or so to reconsider eligibility. The standards for Social Security eligibility have been tightened because of a lack of money and as a result of a Government Accounting Office (GAO) audit which showed that some individuals may be on the rolls fraudulently. It was believed that 20% of the people would be removed from the Social Security rolls upon review, but after reviewing cases, about 45% of the people were taken off the rolls. This, of course, has caused a great deal of hardship for some Social Security recipients, but the State Disability Determination Divisions are having to comply with Social Security Administration federal rules and regulations.

Beginning in January, 1984, face-to-face interviews will begin with recipients whose cases have been reviewed and it has been determined that their Social Security benefits shall be ceased. These face-to-face interviews are required by recent amendments to the Social Security Act. These interviews can be either at the state or federal level, but it is felt that Congress intended for the states to carry out this procedure. The Social Security Administration has set up several demonstration projects for this and Texas was a participant in a demonstration project in Dallas, Texas. At the present time, the new Commissioner of the Social Security Administration, Ms. Martha McSteen, is writing to all governors giving the States the option to conduct these face-to-face interviews. It is anticipated that 50 disability examiners will be needed to conduct these interviews and offices will be set up throughout the state to accommodate the disabled Social Security recipient. It is hoped by setting up these offices throughout the state that no disabled person will have to travel more than 75 miles for an interview.

A summary of the Pickle Bill, H.R. 3755 now pending in the House of Representatives, was provided to the Committee. This bill would, if passed into law, provide many safeguards to disability beneficiaries, including a requirement that medical improvement of the beneficiary's impairment would have to be demonstrated before benefits could be ceased.

INDEPENDENT LIVING PROGRAM - Ted Thayer

Mr. Thayer, Program Specialist, explained recent developments in the Commission's Independent Living Program, specifically in regard to planning for utilization of state general revenue funds for independent living purposes. The specific funds appropriated were \$642,820 for Fiscal Year 1984 and \$1,145,620 for Fiscal Year 1985.

The state auditor's office has recently indicated that the Commission must use a portion of Title VII, Part B funding for Commission administrative costs (previously Title I funds were used). This amounts to an estimated 15.6% of the first \$25,000 or \$3,900 per center per year and state general revenue funds will be utilized to replace the federal funds that will be unavailable to the centers through this procedure.

At Mr. Arrell's direction, a plan for utilization of state general revenue funds was developed and presented to the executive directors of the five centers for independent living and key members of the Commission's Consumer Consultation Committee. The plan was favorably received by those two groups and was subsequently approved by the Commission's administration.

The following is a basic description of the plan.

Proposed budgets for the centers, including both state and federal funds, for FY 84 are as follows:

Austin Resource Center for Independent Living -	\$212,500
Houston Center for Independent Living -	\$212,500
Dallas Center for Independent Living -	\$212,500
San Antonio Independent Living Services -	\$150,000
El Paso Opportunity Center for the Handicapped -	\$150,000

During FY 85, budgets for all five centers will be \$212,500.

Because of the availability of considerable federal funding during FY 84, the above-referenced budgets would provide for an unobligated balance of approximately \$417,000 in state general revenue funds for that year. The plan includes utilization of those funds to develop five pilot projects in the areas where the five centers exist for the delivery of independent living services by Commission staff. These projects will involve only case service funds and existing staff will be utilized. Moreover, it is planned that the delivery of independent living case services will be closely correlated with activities of the centers for independent living. That is, services would be delivered to current clients of the centers, ex-clients of the centers, and individuals who require services from the Commission in order to become clients of the centers.

Based upon information currently available to the Commission, it appears that state general revenue funds available for case service delivery by the Commission would decrease significantly during the second year of the biennium (FY 85). The anticipated amount at this time is approximately \$112,000; however, that amount could be increased if additional Title VII, Part B federal funds become available for operation of the centers.

The rationale for developing a pilot case service delivery system for independent living clients is as follows:

1. There are obviously numerous unmet independent living needs of many Texans with disabilities through the existing service delivery systems.
2. Title VII, Part A of the Rehabilitation Act provides for case service delivery of independent living services by state vocational rehabilitation agencies but has never been funded. If this part of the Act were funded in the future, the planned pilot program would provide us with valuable knowledge and experience to implement a larger scale program.

3. If our pilot activity is cost-effective and successful in reaching objectives, additional funding for this purpose might well be obtained from the State Legislature during subsequent Legislative sessions.

This plan involves development of an unprecedented service-delivery system and, consequently, considerable effort will be required to develop the necessary procedures. It is anticipated, however, that procedures for service delivery will be as close as possible to our current procedures for provision of vocational rehabilitation services. The basic differences from the vocational rehabilitation program will be the clients served and the purpose of the services provided.

REVIEW OF BUDGET PROCESS - Doug Jourdan

Mr. Doug Jourdan informed the Committee that the Texas Rehabilitation Commission is making progress in its efforts to compensate for unstable federal funding - citing the approximate \$47 million received in general revenue funding from the states in the 1984-85 biennium as compared to the approximate \$29 million in general revenue received for the Fiscal Year 1982-83 biennium. Mr. Jourdan distributed to the Committee a timetable for preparation of legislative appropriation requests (LAR) for the biennium and explained each step.

Mr. Arrell urged the Committee to make recommendations of one or two major issues to be achieved in rehabilitation during this upcoming biennium and informed them that these must be given early in order to be incorporated in the budget process. These recommendations, if accepted, will be included as riders to the appropriations bill.

"JOG RAMA"

Mr. Frieden introduced Mr. Arrell and stated that the Commissioner will be jogging in a "Jog Rama" sponsored by the Coalition of Texans with Disabilities to raise funds for the Coalition. The Coalition is made up of disability advocacy groups from throughout the state. It is among the state's most powerful advocates for disabled persons and the programs that serve them. TRC recently became one of the Coalition's newest organizational members in an effort to support and participate in its outstanding work. Currently, 30 VISTA volunteers, funded by the federal program ACTION, serve as the Coalition staff. However, the VISTA program is facing funding cutbacks, and the Coalition is trying to raise funds to replace the federal dollars.

All Committee members were asked to sponsor the Commissioner in this event which will be held on Sunday, November 20, 1983, at 12:00 noon at Tony Burger Stadium in Austin.

PRESENTATION OF AWARDS - Vernon M. Arrell

Commissioner Arrell presented Committee member Becky Brandon with a resolution from the Consumer Consultation Committee honoring her for work as a volunteer with the National Developmental Disabilities Council.

The Commissioner also presented awards to Committee members whose terms have expired on the Committee. These awards were presented to:

Becky Brandon
Don Culwell
Judge Bob Thomas

Ray Dabney
Lex Frieden
Jane Woolsey

Wyatt Hall
Tom Morrison

COMMISSIONER ARRELL

Mr. Arrell informed the Committee that Fiscal Year 1983 was a good year for vocational rehabilitation in Texas. There were 14,060 successfully rehabilitated "26" closures and 62% were severely disabled. Although limited resources have caused the Commission to reduce its staff, the Commission is still maintaining a high level of quality and production.

Mr. Arrell further informed the Committee that the state appropriations that were gained in this legislative session made up for the difference in the amount of federal money that was lost. Vocational Rehabilitation will be on a continuing resolution until November 15, 1983, at which time it is hoped that we will have an approximate 9.9% increase in funds.

The Commission is becoming increasingly interested in computers and their relationship to TRC clients. The Commission is presently involved in a project with the School of Allied Health Sciences to study the relationship between computers and the severely disabled. It is felt that this is an excellent project and "the way of the future."

For the 1984 Fiscal Year the Commission has implemented a regional budget procedure. In previous years, regional budgets and/or regional allocations were used but money could be transferred from region to region depending on the need. At this time, however, the Commission is implementing a strict regional budget with the Regional Director having full control over his region's budget and money will not be transferred among the regions. This has caused the regions to be more prudent with their money and counselors are more fully utilizing community resources. There is one hard and fast rule with regional budgets, i.e., client case service money cannot be used for administrative services of the program.

Mr. Arrell again urged Committee members to develop one or two major items that they would like to have as top priority during the next legislative session. He stated one of his top priority items was putting vocational rehabilitation in the Workmen's Compensation Law and that 37 other states had vocational rehabilitation included in their Workmen's Compensation Laws.

He also requested Committee members to consider the role of the Consumer Consultation Committee and decide if there should be any changes in the mission or organization of the Committee or possibly a restructuring of the actual Committee meetings.

MINUTES

Chairman Frieden called for a review of the minutes of the last Committee meeting on July 18-20, 1983. After a brief discussion, Bob Blase moved to accept the minutes as read, Bobby Simpson seconded the motion and the motion carried.

BYLAWS

With a quorum in attendance, Chairman Frieden explained to the Committee the need to clarify and/or update the bylaws regarding the terms of membership on the Consumer Consultation Committee (Article III, Section 5-8). As originally written, appointments to the Committee were made for three, two and one year terms always insuring that there would be experienced members on the Committee. Appointments and reappointments have become increasingly difficult to make; therefore, for simplicity and clarity, it was suggested that all appointments and reappointments be for a membership term of two years beginning with the effective date of the appointment. A member may serve for a maximum of three consecutive terms of reappointment by the Commissioner. Mr. Bob Blase moved to accept the changes, Ray Dabney seconded the motion, and the motion carried.

GENERAL DISCUSSION

Mr. Wyatt Hall recommended, through his years of experience with the mentally retarded as a director of a sheltered workshop and working with the Texas Rehabilitation Commission, that the original counselor retain the primary responsibility of the client when the client is transferred from his home community to a sheltered workshop or halfway house. He went on to explain that usually the home counselor has worked with the client for a considerable length of time, is more familiar with the client, the family, and the situation, and has spent both time and money on the case.

Mr. Hall also recommended that Central Office staff (Program Specialists, facility staff, etc.) visit facilities more often rather than on a routine audit basis. He stated that facility directors need to have more of a "personal touch from the Central Office" and be able to talk openly and directly to those that make decisions and have authority.

He stated also he felt there were misunderstandings of the directives (Commission Letters, etc.) from the Central Office by TRC field personnel. Mr. Hall recommended more regional meetings for the purpose of clarifying directives, etc.

Open discussion followed regarding such topics as:

1. The limitation requirement on sheltered workshop training.
2. Continuing to have quality rehabilitation services if it is necessary to initiate a priority of service program.
3. In-service training for all counselors as well as the need for more specialized training for general caseload counselors.

4. The financial advantages and disadvantages of hiring staff psychologists versus the purchasing of psychologicals from private psychologists.
5. The Commission's policy on promptly responding to legislative inquiries.
6. The Commission's position on the licensing of rehabilitation counselors and the feasibility of requiring TRC counselors to be Certified Rehabilitation Counselors. The Commission does not require and does not plan in the future to require TRC counselors to be licensed or Certified Rehabilitation Counselors as this would exclude a number of very competent and capable employees who would lack the education to qualify.
7. The availability of the Regional Director in the regions and Doyle Wheeler or John Wylie in the Central Office to resolve operational problems that develop in the regions with the day-to-day functions of rehabilitation.
8. The need for possible cultural training for TRC Counselors in working with the various ethnic groups.
9. The need for orientation of new Consumer Consultation Committee members through distribution of Governor's Report, News and Views, as well as a TRC organizational chart.
10. Discussion of subcommittee structure, i.e., elimination of subcommittees and creation of task forces for specific problem areas.
11. Request for ideas relating to the agenda and the necessity of four meetings a year. Staff Coordinator Kaye Beneke stated that she hoped to visit each Committee member in their own office as well as meet with TRC staff in these cities.

Mr. Arrell introduced Committee member Marianne Punchard as a new member of the Texas Advisory Board of Occupational Therapists. Other Board members at this time are Art Dilly and Heidi Schoenfeld. Mr. Arrell requested Consumer Committee members to make recommendations for the remaining four Board member positions for TABOT. He explained that the first meeting of TABOT will be on October 24, 1983.

The meeting was adjourned for the day.

October 14, 1983

Chairman Frieden opened the meeting by stating that the Committee would decide on ideas for future Committee meetings as well as recommendations relating to the budget process and long-range goals for the Commission.

Discussion was held on the structure of the Committee, the subcommittees, and the Committee meeting agendas. Committee members felt they were most productive when they were able to resolve a problem for the Commission. Mr. Arrell stated he did not want the Committee to be involved in evaluation of centers, programs, etc., but he did want advice and suggestions. These will be most needed if the Commission has to initiate a priority of service program.

Further discussion revealed that most Committee members felt free to discuss issues when they were better acquainted with each other and were familiar with each other's role as an advocate for the disabled. Also discussed was the possibility of the Committee meeting socially prior to scheduled Committee meetings.

The following suggestions were also made:

1. Subcommittees have possibly served their usefulness and perhaps task forces should be created for problem areas.
2. Have subcommittee or task force meetings first and then full Committee meetings.
3. TRC employees giving presentations at Committee meetings should prepare and distribute background information to Committee members prior to meetings.
4. The need to identify the Committee members with TRC field personnel as well as Central Office staff.
5. Have Committee meetings in other cities.
6. Secure identification name tags for Committee members.

Mr. Arrell explained the TRC-TEC (Texas Employment Commission) Crossmatch Program and how TEC through their computer files is helping TRC locate previous clients. He explained that TRC sends a computer tape listing the names and Social Security numbers of all clients in certain work statuses to TEC to crossmatch with their computer tapes. TEC then provides a report to TRC on those clients who are working. This report shows where the client is working and how much money they are earning.

Discussion was also held on the location of TRC field offices and their accessibility to the handicapped. It was mentioned that not all TRC offices are located in the best possible locations for the handicapped and that they are not as architecturally barrier free as desired. Mr. Arrell explained that all TRC offices comply with the state law regulations regarding architectural barriers but the law is extremely liberal in its definition of architectural barrier free. The Commission strives to locate adequate office space (location as well as barrier free), but due to the rising cost of office space and limited funding, it is necessary at times for the Commission to take the office space that is available.

The following recommendations were made by the Committee for budgeting and long-range goals for the Commission:

1. To provide continuing and expanding programming to the independent living program. Consider increasing line item amount on independent living each year due to cost of living expenses, cost of services, etc.
2. To continue investigation in rehabilitation services to the aging.
3. To expand the closed head injury program and develop an extended rehabilitation services program for that population.
4. A line item for early intervention for catastrophically and severely disabled, closed head and spinal cord injuries.
5. To develop a system of innovation and expansion pilot studies for services to various groups of disabled individuals, i.e., closed head injuries, spinal cord injuries, pain clinics, etc.
6. To provide improved linkage and incentives in job development and job placement for TRC counselors.
7. More emphasis on transportation and housing for the handicapped. Recommend a Program Specialist with expertise in transportation and housing as well as a counselor in each field office with expertise in transportation and housing for the handicapped.
8. The Committee desires more knowledge of the Extended Rehabilitation Services Program--the need to provide consistency with ERS and the other services of the agency.

With all business concluded, it was moved and seconded that the meeting be adjourned. The motion was carried and the meeting adjourned.

COALITION FOR BARRIER FREE LIVING/
HOUSTON CENTER FOR INDEPENDENT LIVING

PARLIAMENTARY PROCEDURE OUTLINE

TO EXPEDITE THE BOARD MEETINGS, WE ARE OFFERING YOU THE FOLLOWING MATERIAL WHICH PRESENTS A SUMMARY OF PARLIMENTARY LAW.

WE WILL TAKE UP, IN ORDER, THESE FEW FUNDAMENTAL PRINCIPALS OF CARRING ON OUR REGULAR BUSINESS.

1. TO CALL A MEETING TO ORDER
2. TO GET THE MINUTES APPROVED OR CORRECTED
3. TO GET THE FLOOR
4. TO MAKE A MOTION
5. TO USE COMMON SUBSIDIARY MOTIONS
 - A. TO AMEND A MOTION
 - B. TO REFER TO COMMITTEE
 - C. TO TABLE
6. TO USE COMMON INCIDENTAL MOTIONS
 - A. TO ADJOURN
 - ~~B. TO RECONSIDER~~
 - B. TO RESCIND
7. TO MAKE A COMMITTEE REPORT

TO CALL THE MEETING TO ORDER

THE PRESIDING OFFICER SAYS, "THE MEETING WILL PLEASE COME TO ORDER"

APPROVING MINUTES

THE PRESIDING OFFICER SAYS, "ARE THERE ANY CORRECTIONS TO THE MINUTES?" AFTER A PAUSE, CONTINUE, "IF NOT, THE MINUTES STAND APPROVED AS READ."

EVERY MEMBER IS RESPONSIBLE FOR SEEING THAT THE RECORDS ARE CORRECT. SO, IF ANYTHING HAS BEEN OMITTED FORM THE MINUTES OR NOT ACCURATELY REPORTED, THE MEMBER WHO NOTICES IT SHOULD CALL ATTENTION TO IT AND SUGGEST A CORRECTION DURING THE PAUSE BEFORE THE PRESIDING OFFICER ANNOUNCES THAT THE MINUTES ARE APPROVED. IF THERE ARE NO OBJECTIONS TO THE CORRECTIONS, THE SECRETARY MAKES THE CHANGES. WHEN THERE IS A DIFFERENCE OF OPINION AS TO WHAT SHOULD HAVE BEEN SAID, THE CHAIR WILL ENTERTAIN A MOTION TO AMEND THE MINUTES. WHEN THE MOTION TO CORRECT HAS BEEN TAKEN CARE OF, THE CHAIR SAYS, "ARE THERE ANY FURTHER CORRECTIONS?" IF THERE IS NO RESPONSE, THE CHAIR SAYS, "THE MINUTES STAND APPROVED AS CORRECTED."

TO GET THE FLOOR

WHEN ONE WISHES TO MAKE OR DISCUSS A MOTION OR TO ASK A QUESTION OR GIVE INFORMATION RELATED TO THE SUBJECT UNDER DISCUSSION, ONE SHOULD GAIN THE ATTENTION OF THE CHAIR . OF COURSE, ONE SHOULD NEVER TRY TO OBTAIN THE FLOOR WHEN SOMEONE ELSE IS SPEAKING UNLESS THE SPEAKER IS OUT OF ORDER OR THERE IS A REAL EMERGENCY.

IN LARGE GROUPS WHERE THE MEMBERS DO NOT KNOW EACH OTHER WELL, THE PERSON WISHING TO OBTAIN THE FLOOR SHOULD GIVE THEIR NAME, SO THE CHAIR, THE SECRETARY AND THE OTHER MEMBERS OF THE GROUP MAY KNOW WHO IS SPEAKING. THE CHAIR THEN REPEATS THE NAME. THIS RECOGNITION GIVES PERMISSION SPEAK.

STEPS IN MAKING AND CARRYING A MOTION

- 1) THE MEMBER ADDRESSES THE CHAIR
- 2) THE CHAIR RECOGNIZES THE MEMBER
- 3) THE MEMBER MAKES THE MOTION

THE MEMBER OBTAINS THE FLOOR AND SAYS, "I MOVE THAT_____." MOTIONS SHOULD BE MADE IN THE AFFIRMATIVE TO AVOID THE CONFUSION THAT COMES FROM A NEGATIVE VOTE ON A NEGATIVE MOTION.

TO MAKE A MOTION IS EQUIVALENT TO SAYING, "I PROPOSE THAT" OR "I THINK THAT WE SHOULD ". IT IS ASSUMED THAT THE PERSON WHO MAKES THE MOTION IS IN FAVOR OF IT, SO THEY ARE NOT ALLOWED TO SPEAK AGAINST IT. HOWEVER, SINCE DISCUSSION MAY CHANGE ONE'S MIND, THE MAKER OF A MOTION MAY VOTE AGAINST IT.

- 4) THE MOTION IS SECONDED

ALL ORDINARY MOTIONS MUST BE SECONDED. THIS IS TO PROVE THAT AT LEAST TWO PERSONS DESIRE TO HAVE THIS SUBJECT DISCUSSED. ORDINARILY MOTIONS SHOULD BE SECONDED PROMPTLY. THE PROPER FORM IS SIMPLY, "I SECOND THE MOTION."

IF THERE IS NO SECOND THE CHAIR MAY SAY, "IS THERE A SECOND?" IF NO ONE EXCEPT THE MAKER OF THE MOTION THINKS THE SUBJECT SHOULD BE DISCUSSED AND THERE IS NO SECOND, THE CHAIR SAYS, "THE MOTION CANNOT BE CONSIDERED", OR "THE MOTION IS LOST FOR WANT OF A SECOND."

- 5) THE CHAIR CALLS FOR DISCUSSION

THIS STEP SHOULD NEVER BE OMITTED. EVERYONE SHOULD HAVE AN OPPORTUNITY TO EXPRESS THEIR OPINION OR TO ASK QUESTIONS THAT MAY MAKE THE MOTION CLEAR.

6) THE CHAIR PUTS THE MOTION;

WHEN EVERYONE WHO WISHES TO DO SO HAS SPOKEN OR WHEN THE CHAIR THINKS THAT ALL SIDES OF THE QUESTION HAVE BEEN DISCUSSED, THE CHAIR SAYS, "ARE YOU READY FOR THE QUESTION?" IF NO ONE SPEAKS, THE CHAIR PUTS THE MOTION. IT IS NOT CONSIDERED GOOD MANNERS TO SAY "QUESTION" IN RESPONSE TO THE CHAIR. THE CHAIR SAYS, "ALL THOSE IN FAVOR OF THE MOTION SAY 'AYE' _____ ALL OPPOSED SAY 'NAY'". IF THE CHAIR DOES NOT KNOW ON WHICH SIDE THE MAJORITY VOTED, THE CHAIR MAY CALL FOR A VOTE BY A CALL OF NAME.

7) THE CHAIR ANNOUNCES THE RESULT

AFTER THE VOTE IS TAKEN THE CHAIR MUST ANNOUNCE THE RESULTS. THE USUAL FORM IS, "THE AYES HAVE IT AND THE MOTION IS CARRIED." OR "THE NAYS HAVE IT, THE MOTION IS LOST."

SUBSIDIARY MOTIONS

SOMETIMES IN ORDER TO PROPERLY ATTEND TO A MAIN MOTION IT IS NECESSARY TO MAKE A SUBSIDIARY OR SECONDARY MOTION. THESE MOTIONS NATURALLY MUST BE VOTED ON BEFORE THE MAIN MOTION CAN BE FURTHER DISCUSSED. THE MOST COMMON MOTIONS OF THIS CLASS ARE TO AMEND, TO REFER TO A COMMITTEE AND TO TABLE.

AMENDMENTS- A MOTION MAY BE AMENDED IN FOUR WAYS: (1) BY STRIKING OUT, (2) BY ADDITION, (3) BY STRIKING OUT AND ADDING, AND (4) BY SUBSTITUTION.

TO REFER TO A COMMITTEE- SOMETIMES A MOTION IS MADE WHICH HAS THE GENERAL APPROVAL OF THE GROUP, BUT WHICH NEEDS TO BE STUDIED MORE CAREFULLY THAN IT CAN BE IN AN OPEN MEETING, OR PERHAPS ONE OR MORE ITEMS OF INFORMATION ARE NEEDED BEFORE A FINAL DECISION CAN BE MADE. IN THESE CASES THE MOTION MAY BE REFERRED TO A COMMITTEE. IF THE BUSINESS IS RELATED TO THE ACTIVITIES OF ANY STANDING COMMITTEE, IT SHOULD BE GIVEN TO THAT COMMITTEE. IF A SPECIAL COMMITTEE SHOULD BE APPOINTED, THE MOTION SHOULD STATE HOW MANY MEMBERS IT SHOULD HAVE AND HOW IT SHOULD BE APPOINTED, AS "I MOVE THAT THE QUESTION BE REFERRED TO A COMMITTEE OF THREE TO BE APPOINTED BY THE CHAIR."

TO TABLE- SOMETIMES IT SEEMS WISE TO LAY ASIDE TEMPORARILY SOME ITEM OF BUSINESS THAT IS BEFORE THE GROUP. THE CORRECT FORM IS, "I MOVE THE THE QUESTION BE LAID ON THE TABLE" OR SIMPLY, "I MOVE TO TABLE". THIS MOTION MUST BE SECONDED. IT MAY NOT BE DEBATED OR AMENDED. THE CHAIR MUST PUT THE MOTION AS SOON AS IT IS SECONDED.

AT ANY TIME DURING THE SESSION AT WHICH A QUESTION WAS TABLED OR DURING THE FOLLOWING SESSION, THE MOTION TO TAKE IT FROM THE TABLE MAY BE MADE. THIS MOTION MAY BE CARRIED BY THE VOTES OF ONE-THIRD PLUS ONE. THIS IS IN ACCORD WITH THE PRINCIPLE THAT A TWO-THIRDS VOTE IS REQUIRED TO SUSPEND RULES OR TO LIMIT THE FREEDOM OF THE MINORITY.

INCIDENTAL MOTIONS

SOME MOTIONS ARE INCIDENTAL TO THE BUSINESS BEING TRANSACTED. THEY ARE IN ORDER WHENEVER THEY ARE NEEDED. THE ONES MOST COMMONLY USED ARE TO ADJOURN AND TO RESCIND AN ACTION PREVIOUSLY TAKEN.

TO ADJOURN- THE CORRECT FOR IS, "I MOVE TO ADJOURN" OR "I MOVE THAT WE ADJOURN". IT IS DISCOURTEOUS TO BEGIN TALKING OR TO BEGIN TO LEAVE UNTIL THE CHAIR HAS DECLARED THE MEETING ADJOURNED.

IF THERE IS A STATED TIME FOR ADJOURNMENT, THE CHAIR MAY SAY, "THE TIME FOR ADJOURNMENT HAS ARRIVED. THE MEETING IS ADJOURNED."

TO RESCIND- ANY ACTION TAKEN BY AN ORGANIZATION MAY BE RESCINDED AT ANY TIME PROVIDED NOTHING HAS BEEN DONE ABOUT IT THAT CANNOT BE UNDONE. IF A BILL HAS BEEN PAID OR A CONTRACT MADE, OR IF THE PERSON INVOLVED IN THE ACTION HAS BEEN INFORMED OF IT, THE MOTION CANNOT BE RESCINDED. THE MOTION REQUIRES A TWO-THIRDS VOTE.

COMMITTEE REPORTS

IT SAVES TIME AND CONFUSION FOR THE CHAIR OF THE COMMITTEE TO MOVE ACCEPTANCE OR ADOPTION OF THEIR COMMITTEE REPORT. THE MEMBERS OF THE COMMITTEE KNOW MOST ABOUT THE SUBJECT AND THEY SHOULD STAND BEHIND THE REPORT. THE REPORT SHOULD TELL WHAT THE COMMITTEE HAS DONE AND PERHAPS GIVE THE OPINION OF THE COMMITTEE ON CERTAIN SUBJECTS. THE ORGANIZATION MAY ACCEPT THE REPORT AS SATISFACTORY, OR MAY REFER THE MATTER BACK TO THE COMMITTEE, OR IT MAY TAKE NO ACTION AT ALL. IT SEEMS MORE COURTEOUS AND FINISHED TO ACCEPT THE REPORT, THUS RECOGNIZING ITS OBLIGATION TO THE COMMITTEE.

THE COMMITTEE MAY MAKE RECOMMENDATIONS AS TO THE ACTION TO BE TAKEN ON THE SUBJECT OR IT MAY RECOMMEND RESOLUTIONS TO CARRY ITS SUGGESTIONS INTO EFFECT. THOSE MAKING THE RECOMMENDATIONS OR RESOLUTIONS SHOULD REALIZE THAT THEY ARE OBLIGATING THEMSELVES TO CARRY THEM OUT.

10/12/83

The report

** the organization's*

DECISIONS MADE AT CONSUMER CONSULTATION COMMITTEE MEETING

July 18-20, 1983

1. Mr. Arrell asked Committee members to talk with their respective consumer groups to determine their suggestions for program and activities the Commission should concentrate on between now and the year 2000 and, more specifically, for the 1986-87 legislative session. He asked members to share this information with TRC staff by January, 1984.
2. Bylaws were amended to include reimbursement of attendant fees as well as reimbursement of official business phone calls.
3. Mr. Frieden recommended that a series of ad hoc planning meetings be held to make recommendations to the Commissioner regarding various concerns in implementing services to the handicapped.
4. Members were requested to notify Kaye Beneke or Lex Frieden of any suggestions or recommendation for changes in sub-committee assignments and/or subcommittee goals.
5. Committee members were requested to give Kaye Beneke recommendations to fill the vacancies of eight Committee members' whose terms of service are expiring January, 1984.

③ No LARF facil req. because TRC does its own certif.

④ ~~get~~ in workers comp. low
⑤ referral rate up 30% → implies need for priority of services which will eliminate phys. restor.
(TRC is one of only 15 states which provides that
Barb
Kaye
Lor
ref week
about
still
service)

CONSUMER CONSULTATION COMMITTEE MEETING

JULY 18 - 20, 1983

MINUTES

The Consumer Consultation Committee for the Texas Rehabilitation Commission met in conjunction with the Texas Rehabilitation Association annual conference at 2:00 PM in Houston, Texas, at the Hilton Southwest.

Chairman Lex Frieden called the meeting to order and welcomed the Committee members to Houston and to TRA.

Roll was called and those in attendance were:

COMMITTEE MEMBERS:

Lex Frieden, Chairman
Bobby Simpson, Vice Chairman
Kaye Beneke, Staff Coordinator

Janie Farris
Judge Bob Thomas
J. A. Abernathy
Wyatt Hall
Don Culwell

Jane Woolsey
Tom Morrison
Ray Dabney
Trudy Putteet

TRC STAFF MEMBERS:

Vernon M. Arrell
Doyle Wheeler
John Fenoglio
Ray Vaughn
John Wylie
Kelly Caudell
Lisa Webb
Joellen Simmons

Wally Neilson
Barbara Alvarez
Chris Burroughs
Roger Levy
Robbie Davis
Ted Thayer
Bill Glenn

Mr. Frieden informed the Committee that Vice Chairman Bobby Simpson had recently been appointed Chairperson of the Governor's Committee for Disabled Persons. The original title of this committee was the Governor's Committee on Employment of the Handicapped and was recently renamed by Governor Mark White.

Mr. Frieden moved to approve the minutes from the last Committee meeting held January 31 - February 1, 1983. Motion was seconded by Trudy Putteet and the motion carried.

Ms. Kaye Beneke, TRC Staff Coordinator, stated that the resolution honoring Consumer Committee member Becky Brandon for her volunteer work with the Developmental Disabilities Council would be presented to Mrs. Brandon at the next Committee meeting due to her absence at this meeting.

COMMISSIONER'S COMMENTS - VERNON M. ARRELL

Mr. Arrell welcomed the Consumer Consultation Committee and thanked them for their efforts and participation in assisting TRC during the last legislative session. Because of these efforts, the FY 1984 state appropriation for vocational rehabilitation represents a 40-43% increase over FY 1983 and the FY 1985 state appropriation represents a 70-71% increase over FY 1983. One of the main reasons for these increases is the persistent, positive attitude taken by consumer groups and advocates in talking to the legislators. Mr. Arrell urged the Committee members to start planning their meetings and strategy with the legislature early -- preferably at this time. He further stated that in the next two years before the legislature meets, we will be contacting legislators and informing them of the needs, goals, and achievements of the Commission.

By the year 2000, we will be an information society, no longer industrial. The Commission needs to plan for this future -- how we can help the handicapped to fit into a high technology society and how we can train our staff to be better qualified to help the handicapped in the high tech age. Mr. Arrell asked Committee members to talk with their respective consumer groups to determine their suggestions for programs and activities the Commission should concentrate on between now and the year 2000 and, more specifically for the 1986-87 legislative session. He asked members to share this information with TRC staff by January, 1984, when the Commission staff will be talking with the Legislative Budget Board regarding next year's budget. Also requested from the consumer groups was an outline of the desired achievements and budget plans for TRC through the next legislative session in two years. As soon as this information is received in January, Commission staff will work with legislators to achieve these goals.

Mr. Arrell again urged Committee members to contact legislators personally and explain the services of the Commission as well as the goals and achievements. Before the legislative session convenes is the appropriate and most advantageous time to advocate for TRC and vocational rehabilitation.

Mr. Frieden reported on the Governor's Committee on Long-Range Planning. Mr. Justin Dart was appointed chairman of this committee by Governor Bill Clements and the committee has been terminated by Governor Mark White. Before disbanding, the committee drafted a policy statement which will be presented to the Governor with recommendations for implementation. Ms. Pat Otis of the Governor's Budget and Planning Office is in the process of appointing a 12 to 16 member Human Services Council to advise state agencies on priorities. The efforts of the Long-Range Planning Committee will continue, it is hoped, through the newly developed Human Services Council. It is also anticipated that the Human Services Council will keep the lines of communication open to insure better services to handicapped people.

Mr. Arrell explained Senate Bill 33 and how it has changed our philosophy and basic act of rehabilitation. The Commission has become a state program supported by the federal government. In 1984, the Commission will be a 38% state-matched program, 42% in 1985, and by 2000, it is anticipated that the Commission can be an 80% state-funded program.

Mr. Arrell stated that a bill passed the legislature last session setting up the licensing of occupational therapists through the Texas Rehabilitation Commission. The Commission has been working with the Texas Occupational Therapist Association (TOTA) to set up the administration under TRC. We are presently waiting for the Governor's Office to set up a six member policy-making board for the occupational

therapist program to be effective September 1, 1983. The Commission will administer the policies established by the board. It is to be a totally self-supporting agency supported by fees. There are no appropriations for the program which has caused some difficulties, i.e., money can't be collected until the program is established, but the program can't be established until money is collected. TRC is working closely with the Governor's office and TOTA on this problem.

PROGRAM SERVICES REVIEW - Doyle Wheeler

Mr. Frieden introduced Doyle Wheeler, Deputy Commissioner for Programs, who presented the Vocational Rehabilitation Program in three parts:

• Hearing Impaired Program - Kelly Caudell

Mr. Caudell, Program Specialist, gave an overview of the Hearing Impaired Program stating that during the current fiscal year through June, 1983, the Commission has served 3,575 hearing impaired clients with three-fourths of those clients being classified as having a severe or catastrophic vocational handicap. Through June, 1983, 743 hearing impaired clients have been rehabilitated. He stated that the speech impaired client service statistics indicate that they might be a neglected population with only 329 served and 85 now employed.

One of the encouraging factors in our service delivery system for communication impaired is that we are providing more opportunities for training. Based on current deaf education school populations, we are expecting a 20-30% increase in post-secondary enrollments during 1983-85. Community colleges and vocational training schools are enrolling more deaf clients who are able to mainstream in these programs with interpreters or Vocational Communication Specialist (VCS) staff to facilitate communication.

Other efforts directed toward helping the hearing impaired are that we now have 50 TTY units in our VR field offices and 3 units in our Disability Determination Division. An attempt made through the legislature to provide TTY to all deaf citizens was unsuccessful.

We have also conducted statewide surveys of sign language in our field offices and facilities and identified areas where we need to give priority. Another emphasis we are making is to upgrade our vocational evaluations of deaf clients as well as psychological evaluations. The Commission is also putting emphasis on providing more training for counselors working with the deaf through sign language and/or special service needs of the deaf population.

Another area of concern involves those clients living in rural areas. We hope to set up an advocacy outreach program to identify and meet the needs of the rural deaf client.

Some of the most critical unmet needs of the deaf include:

1. Transitional halfway houses for the deaf.
2. Mental health services.
3. Community Service Centers in San Antonio and Houston (with vocational type services available).
4. Assistance with upward mobility and lateral movement in the vocational arena.

Our country is moving from an industrial to an information based society. Our growing need for information access will have a significant impact on clients who have problems with communication and the acquisition of knowledge. Although our clients stand to gain many benefits from new technology, the demands for successful interaction in our complex society are growing faster than the technology available to reduce the communication problems.

• Rehabilitation Technology - Roger Levy

The program was originally named IMPART and housed in San Antonio. When the program was moved to Austin, it was decided to change the name to Rehabilitation Technology to more easily clarify its purpose. Because of a federal grant, the original IMPART program was able to achieve it's present success. The present program has only two employees, Roger Levy, Director, and Lydia Arguello, Secretary, and a considerable amount of equipment designed to assist handicapped persons in their daily living, i.e., wheelchairs, special forks for eating, synthetic voice aids, environmental control systems, self-feeders with chin control, rocker arm levelers, etc.

The Rehabilitation Technology Program is working with Abledata of the National Institute for Handicap Research in association with Catholic University to obtain information from their computer data base in Washington, D. C., on the types of new and innovative equipment available to handicapped individuals. The program is also working with physical, occupational, and speech therapists on equipment, etc., that are needed and useful for the handicapped. Efforts are also being made to insure that equipment developed for the handicapped is not reinvented by our program. Equipment may be loaned to a client or non-client of TRC on a trial basis to insure its adequacy and efficiency. Due to lack of adequate funding, the program has had to be selective in the purchasing of equipment, and at times, some manufacturers will loan equipment to our clients on a trial basis.

• Independent Living Program - Ted Thayer

Mr. Thayer explained the reallocation of funds for independent living stating that the Commission has received a state appropriation of \$642,820 for FY 1984 and \$1,145,620 for FY 1985. With this state appropriation and the allocation of federal funds for independent living, it will give the Commission \$400,000 additional monies to expend among the five independent living centers during FY 1984. It is necessary that the Commission determine how best to budget and expend these additional federal funds which may or may not be available in FY 1985. Numerous options were discussed with the Committee and a meeting of TRC staff, members of the Subcommittee on Independent Living, and the directors of the five Independent Living Centers will meet at 10:00 AM on August 3, 1983, in the Austin Central Office to decide how best to spend these funds.

DEVELOPMENTAL DISABILITIES COUNCIL GRANTS - Joellen Simmons

Mrs. Simmons gave an overview of the Developmental Disabilities Program since its inception in 1970. She stated that the name of the program has recently been changed by House Bill 1985 from Governor's Planning Council for Developmental Disabilities to the Texas Planning Council for Developmental Disabilities.

It was explained that the Developmental Disabilities Program helps individuals with mental or physical impairments which occurred prior to age 22 and are likely to continue indefinitely. The individuals are limited in at least three of the following areas: self-care, language, learning, mobility, self-direction, economics, independent living, and self-sufficiency. The program is designed to meet the needs of the developmentally disabled in Texas through the awarding of grants to organizations and centers. With a budget of a little over \$2,000,000, 65% is given in grant awards. In the future, the Developmental Disabilities Program will be working with TRC staff on a demographic study of the developmentally disabled population in Texas.

Mrs. Simmons introduced five of the Program's staff members and each gave a brief outline of their duties:

- Robbie Davis, Research and Planning
Works with the three committees of the Planning Council (Advocacy and Public Information; Planning; and Monitoring and Evaluation Committee) in coordinating and preparing the state plan.
- Lisa Webb, Grant Specialist
Monitors and/or reviews Developmental Disabilities grant projects, works closely with the Monitoring and Evaluation Committee of the Council, and coordinates and monitors with other agencies the programmatic aspects of the program.
- Wally Nielson, Grants Manager
Is responsible for the management of the grants process for the Council and serves as liaison between the program and the administering agency. Provides technical assistance for the implementation of the grant process.
- Barbara Alvarez, Governmental Affairs Specialist
Works as a legislative liaison with the state and federal legislatures. Also communicates with the Developmental Disabilities Council in Washington, D. C., through an electronic newsletter to keep abreast of all issues pertinent to the program.
- Chris Burroughs, Public Information Specialist
Writes and publishes the newsletter and carries out a public information program for the Developmental Disabilities Council.

WHEELCHAIR MAINTENANCE PROGRAM - John Fenoglio

Mr. Fenoglio, Assistant Deputy Commissioner for Administrative Services, explained the wheelchair maintenance program and audio-visual presentation that has been developed through coordination with the University of Texas. This program is designed to assist with wheelchair maintenance and to possibly extend the life of the equipment. The training materials and A-V presentation are useful for new wheelchair users as well as those already familiar with wheelchair maintenance and upkeep. The training materials and six A-V presentations are available on loan through the Commission or may be purchased through the University of Texas.

The first A-V presentation, "A Stitch in Time," was shown to the Committee.

OTHER BUSINESS

Mr. Frieden reviewed the program agenda for the next day with the Committee members and invited them to a reception at 8:00 PM that evening as well as a tour of Texas Institute for Rehabilitation and Research (TIRR) on Tuesday afternoon. The meeting was adjourned until the following day at 9:00 AM.

Wednesday, July 20, 1983

The meeting reconvened at 9:00 AM with Lex Frieden, Chairman, calling the meeting to order and welcoming members.

COMMITTEE EXPENSE RECORD - TRC-715

Mr. Frieden introduced Shirley Edwards, Supervisor of Operating Expense from the Austin Central Office, who explained to the Committee members the new form TRC-715 which they will use for reporting their expenses for attending Consumer Committee meetings.

Ms. Edwards explained that it is imperative that each Committee member complete the new form TRC-715 themselves, sign the form, and sign the purchase voucher. This may be done before returning home after a meeting or can be mailed to Staff Coordinator Kaye Beneke. Receipts are required for the following items and should be attached to the TRC-715:

- Actual lodging
- Airfare ticket or
- Bus, train ticket

Attendant fees will remain at \$50 a day and will not require a receipt.

The lodging fee is to be actual room cost and room tax only. Other charges on the hotel/motel bill such as phone calls should be deleted from the total amount of the bill and placed under "Other Travel Expenses" on the TRC-715. It should be clarified on the TRC-715 that these phone calls are for official Committee business only.

If an error is found after the TRC-715 is completed, the changes in amounts and totals must be initialed by the Committee member.

Committee members will be receiving an IRS form 1099 for income tax reporting purposes at the end of each calendar year if their consultative fees only are \$600 or higher for one calendar year. Previously lodging, travel, etc., was included on the 1099.

Attached for the Committee members convenience is a completed sample copy of the TRC-715.

REVISION OF BYLAWS

Mr. Frieden informed the Committee that a revision to the Bylaws of the Consumer Consultation Committee would be needed to reflect the reimbursement procedure. Motion was made and seconded that the Bylaws be amended.

Considerable discussion followed regarding the necessity of adding to the amended Bylaws a statement about the reimbursement of attendant fees by some Committee members. Also discussed the reimbursement of phone calls. Motion carried as follows:

Article III

Section 10: The members of the committee shall be paid a consultation fee for meetings attended. Members are entitled to reimbursement for actual expenses incurred in performing their duties, including travel, meals, lodging and telephone long-distance charges *relating specifically to the business of the committee. Members of the committee who are disabled and who because of their disability require special aids or travel companions are entitled to reimbursement for their costs.

AD HOC PLANNING COMMITTEE

Mr. Jim Abernathy reiterated the charges made to the Committee members by Commissioner Arrell during the previous session. Through discussion with other Committee members various concerns were voiced regarding implementing services at an earlier age, work with community centers, local mental health problems and facilities, more individualized disability categories, etc.

Mr. Frieden recommended that these issues be addressed at the next Consumer Committee meeting and that a series of ad hoc planning meetings be held to discuss these and other issues, report back to the full Consumer Committee, and make written recommendations to the Commissioner. Mr. Frieden is to coordinate these meetings with Bobby Simpson, Vice Chairman, and Kaye Beneke. Those suggested for appointment to the ad hoc planning committee were Jim Abernathy, Trudy Putteet, Janie Farris, and Bobby Simpson.

INDEPENDENT LIVING SUBCOMMITTEE MEETING - August 3, 1983

Discussion was held regarding the upcoming subcommittee meeting. The Committee was informed that the Independent Living Subcommittee as well as directors of the five independent living centers and TRC staff will be meeting to discuss utilization of state general revenue funds recently appropriated by the legislature for independent living purposes. Utilization of these funds will be considered within the context of federal funds also available to the Commission during FY 1984.

* Revision

SUBCOMMITTEE ASSIGNMENTS

Mr. Frieden informed the Committee that some subcommittee members had requested a change in assignment. Members were requested to notify Kaye Beneke or Lex Frieden if they had any suggestions or recommendations for subcommittee assignments. Members were also asked to give recommendations or suggestions for changes in goals of subcommittees. These will be discussed with Commissioner Arrell for final approval. It may not be possible to implement these changes by the date of the next meeting, but it is hoped to be in effect by January, 1984.

OTHER BUSINESS

Ms. Kaye Beneke stated that eight Consumer Committee members' terms of service were expiring in January, 1984, and she requested recommendations to fill those vacancies.

Mr. Wyatt Hall expressed his views and desires for the Consumer Consultation Committee and the Texas Rehabilitation Commission. He stressed a real need for an open honest discussion of the day-to-day operational problems of the Commission, not with the idea of causing disharmony but to aid in the operation of the agency. He also stated the need for less orientation at meetings and possibly no agenda at all, but an open meeting with the Commissioner and the Deputy Commissioners in attendance.

Ms. Beneke stated that these suggestions would be taken into consideration and possibly the next Consumer Committee meeting in October could be set up with an open agenda.

It was moved and seconded that the meeting be adjourned. The motion was carried and the meeting was adjourned.

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
02. Form	Expense record [redaction] (1 pp.)	6/22/83	C	

Collection:

Record Group: Donated Historical Materials

Office:

Series:

Subseries:

WHORM Cat.:

File Location: Texas Rehabilitation Commission '82-'84

Date Closed: 8/8/2016	OA/ID Number: 52061-006
FOIA/SYS Case #: 2016-2624-S	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P-1 National Security Classified Information [(a)(1) of the PRA]
P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P-3 Release would violate a Federal statute [(a)(3) of the PRA]
P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Removed as a personal record misfile.

Freedom of Information Act - [5 U.S.C. 552(b)]

(b)(1) National security classified information [(b)(1) of the FOIA]
(b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
(b)(3) Release would violate a Federal statute [(b)(3) of the FOIA]
(b)(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
(b)(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
(b)(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
(b)(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
(b)(9) Release would disclose geological or geophysical information

SAMPLE

SAMPLE

TEXAS REHABILITATION COMMISSION

CONSULTATION COMMITTEE
EXPENSE RECORD

Name: John Doe		Mailing Address (include Zip Code.): 1522 West Blvd., Ft. Worth, TX 78345	
Social Security Number: (C)		Title or Agency: Center for Handicapped Citizens	
Purpose of Travel: To attend Consumer Consultation Committee meeting in Austin, Texas			
Home City	Departed	Arrived	
Ft. Worth, Texas	Time: 2:30 PM Date: 6-18-83	Time: 5:00 PM	Date: 6-20-83

Airfare (Coach) Round Trip (attach receipts) \$ 80.00

Personal Aircraft, _____ miles, ☐ twin engine .40/hwy. mile
☐ single engine .30/hwy. mile

Other Transportation (Bus, Railroad; attach receipts)

Car Mileage 22 @ .23/mile 5.06

Taxi or Limousine

From Austin airport	To Texas Rehab. Commission	
	To 118 E. Riverside Dr.	7.00
From 118 E. Riverside Dr.	To Riverside Inn Hotel	
	To 343 Riverside Dr.	2.00
From 343 Riverside Dr.	To 118 E. Riverside Dr.	2.00
From 118 E. Riverside Dr.	To Austin Airport	7.00

Parking Fees Dallas-Ft. Worth Airport parking 12.50

Lodging:
Actual Lodging (attach receipts) 105.50

Meals ~~35.75~~ 0

Consultation Fee 2 days 200.00

Other Travel Expenses (Itemize - Attendant, Registration Fee; attach receipts)

Attendant fee for 3 days 150.00

4 phone calls - official business regarding Consumer 5.40

Committee matters

TOTAL EXPENSES \$ 577.46 ~~576.46~~

I certify that the information given above is true and correct.

Signature: John Doe

Date: 6-22-83

BYLAWS

TEXAS REHABILITATION COMMISSION CONSUMER CONSULTATION COMMITTEE

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be "Texas Rehabilitation Commission Consumer Consultation Committee", hereafter called "the Committee".

Section 2: Purpose

The Texas Rehabilitation Commission desires to have the views of individuals who are:

1. Recipients of rehabilitation services, or as appropriate, their parents, guardians, or other representatives;
2. Providers of rehabilitation services; and
3. Others active in the field of rehabilitation.

The purpose of this Committee is to provide a means to insure that interested citizens, particularly the direct beneficiaries of the Texas Rehabilitation Commission programs, have a meaningful voice in determining the way in which the rehabilitation program is structured and administered. It is the intent of the Commission to give the people for whom the rehabilitation program is designed full opportunity to participate in policy formulation and initial planning to assure that its programs are relevant to their needs and responsive to their priorities.

The following advantages are expected from involvement of clients, providers, and others in policy formulation and administration:

1. Increased awareness of client needs;

2. Realistic insights as to how various aspects of the State rehabilitation program are functioning and how they might be improved;
3. Establishment of an effective working relationship between the Commission and clients, providers and other individuals, and organizations active in rehabilitation in the State;
4. Better information sharing and clearer understanding of the Commission's mission, goals, and objectives;
5. Increased and more effective advocacy for the Commission's programs and its program needs; and
6. Establishment of a mechanism to permit continuous external feedback from all segments of the population on current and proposed operations and plans.

Article II: Function

The Committee shall advise the Commissioner in the following areas of program development and administration:

1. Program evaluation to identify strengths in service that warrant further emphasis, needs for additional services, and general and specific effectiveness and efficiency of operations including the formulation of methods and techniques for improving the delivery of rehabilitation services.
2. Program planning and program development--the planning of future programs and the expansion of current programs to fill needs in service or to improve the effectiveness of the program or programs.
3. Assistance in developing legislative proposals for submittal to the Texas Legislature, both in their preparation and follow through in hearings before the State Legislative Committees.

4. Assessment of the physical accessibility to handicapped persons of all offices and facilities operated, supported, or used by the Commission, and, as required, formulating plans for making them accessible or more accessible.
5. Assistance in studies and surveys conducted by the Commission or its district and local offices; i.e., data gathering, client sampling, and follow-up.
6. Interpretation of the Commission's policies and program services to their constituencies and to the public at large.
7. Assistance in the Commission's in-service training and staff development programs to aid staff (a) in achieving greater understanding of client problems and attitudes, and provider problems; and (b) in maintaining an effective working relationship with organizations representing clients, providers, and other people engaged in rehabilitation.
8. Assistance to the Commission's efforts to continue in the implementation of the objectives of the 1977 White House Conference on Handicapped Individuals; namely, (a) stimulation of local, state, and national assessment of the problems and potential of persons with physical or mental handicaps; (b) generate local, state, and national awareness of these problems; and (c) development of recommendations for state and national legislative and administrative actions to allow individuals with handicaps to live their lives independently with dignity and with integration into community life.
9. Assistance to the Commission in tapping and securing full utilization of the resources of other public agencies and of private

agencies in meeting the needs of handicapped people, particularly severely disabled individuals whose economic, adjustment, medical, housing, and other needs may be the responsibility of these other agencies.

10. Assistance to the Commission in implementing the 1974 and 1978 Amendments to the Rehabilitation Act, requiring that the State agency and facilities in receipt of assistance under Title I of the Rehabilitation Act "shall take affirmative action to employ and advance in employment qualified handicapped individuals covered under, and on the same terms and conditions as set forth in Section 503".
11. Assistance in the establishment of specialized facilities and programs to be operated by consumer and other groups through funding by the Commission, to meet special needs of the severely disabled applicant or client such as peer counseling, centers for independent living, halfway houses and other transitional living arrangements, transportation and postemployment services.
12. Proposing research to deal with unresolved problems in rehabilitation, and to help assess research proposals in terms of their applicability to the needs and priorities of a particular group of handicapped persons or to handicapped people in general.

Article III: Members

Section 1: Each member of the Committee shall be a person selected because of his/her individual ability to offer sound advice in the areas for which the Committee is charged and who has demonstrated an active and constructive interest in disabled persons.

Section 2: The membership shall consist of clients (or former clients), providers

of services, and others interested in rehabilitation. At least one-half of the members shall be handicapped individuals or former clients; the remainder shall include providers of services, family members of clients who cannot represent themselves, and others interested in rehabilitation.

Section 3: Members of the Committee shall be appointed by the Commissioner with knowledge of such appointments being made known to the Board of the Texas Rehabilitation Commission. Those appointed shall be persons whose vision and interest will enable them to make a significant contribution to the administration of the rehabilitation program.

Section 4: The number of members shall be no less than twelve (12) persons and no more than twenty-six (26) persons, excluding ex-officio members.

Section 5: The term of membership shall be for three (3) years beginning with the effective date of the appointment. However, when the initial appointments are made, one-third of the members shall be appointed for three (3) years, one-third for two (2) years, and one-third for one (1) year.

Section 6: Committee members with two (2) consecutive unexplained absences shall be considered as automatically resigned from the Committee.

Section 7: In case of a vacancy created by death or resignation of a member, the Commissioner may appoint an individual to serve the unexpired portion of the term.

Section 8: A member may serve for two (2) consecutive terms by reappointment at the end of the term, but the Commissioner may waive this stipulation and reappoint a member for a third consecutive three (3) year term.

Section 9: The Commissioner and Deputy Commissioners of the Texas Rehabilitation Commission shall be ex-officio members of the Committee. Ex-officio

members shall be exempt from tenure and shall not have a vote.

Section 10: The members of the committee shall be paid a consultation fee for meetings attended. Members are entitled to a reimbursement for actual expenses incurred in performing their duties, including travel, meals, lodging and telephone long-distance charges related specifically to the business of the committee. Members of the committee who are disabled and who, because of their disability, require special aids or travel companions are entitled to reimbursement for those costs.

Article IV: Officers

Section 1: The Committee shall have a Chairman and a Vice-Chairman appointed by the Commissioner for one (1) year. If either officer is reappointed, he/she would be eligible to serve another term of office but not to exceed three consecutive terms. The Vice-Chairman serves as Chairman when the Chairman is absent. The Commissioner shall fill vacancies when they occur.

Section 2: The Commissioner appoints a staff person as Coordinator to the Committee to be responsible for planning meetings, preparing and distributing agenda, maintaining records, reporting to various Committee members concerning items of interest to the members and maintaining liaison between the Commissioner, the Committee, and various interested divisions of the Commission. Appropriate technical assistance to the Committee shall be made available to the Committee from the staff of the Commission.

Article V: Meetings

Section 1: The Committee shall meet at least once during each calendar year as

a minimum and preferably meet once during each quarter of the calendar year, providing the necessity for a quarterly meeting exists, and shall meet at such other times as is deemed necessary by the Commissioner.

Section 2: The Chairman shall confer with the Commissioner concerning the agenda and proceedings of the meetings of the Committee.

Section 3: A quorum for the transaction of business at any meeting of the Committee shall be a majority plus one of the sitting Committee members. The act of a majority of the Committee members present shall be the act of the Committee.

Section 4: Robert's Rules of Order shall be the authority on parliamentary procedure at all meetings.

Article VI: Subcommittees

Section 1: There shall be four (4) standing subcommittees: Executive Subcommittee, Vocational Rehabilitation Subcommittee, Independent Living Subcommittee, and Extended Rehabilitation Services and Facilities Subcommittee. The Chairman, with approval of the Commissioner, may appoint other standing subcommittees or ad hoc subcommittees without further amendment to the Bylaws by recording such appointment in the official minutes of the Committee, which minutes shall state the charge, purpose and scope of the standing or ad hoc subcommittees.

A. Executive Subcommittee - shall be responsible for such house-keeping chores as shall become necessary to keep the committee running smoothly and efficiently, and shall consist of Chairman, Vice Chairman and Staff Coordinator.

B. Vocational Rehabilitation Subcommittee - shall advise the Committee on the development and effectiveness of vocational

rehabilitation services and programs; review and comment on new and innovative VR programs; review and comment on state and federal legislation impacting on VR services and programs; advise the Committee on program emphasis and client needs and services; and to advise the Committee on any other matters deemed appropriate by the Committee or Commissioner.

- C. Independent Living Subcommittee - shall advise the Committee on the establishment and development of independent living services in Texas; review and comment on all grant applications to be submitted by TRC for federal or state funds to be utilized for the development of independent living services; review and comment on federal and state legislation which may impact on the development of independent living services; review and comment on proposals submitted by TRC by potential subcontractors for grant funds for independent living services; to advise TRC on the development of criteria for the evaluation and selection of subcontractors for grant funds for independent living services; and to advise the Committee on any other matters deemed appropriate or necessary by the Committee or Commissioner.
- D. Extended Rehabilitation Services and Facilities Subcommittee - shall review and recommend changes needed to make the state law establishing the extended rehabilitation services program more effective; study the relationship of the traditional vocational rehabilitation program, the independent living program, and the extended rehabilitation services program, and make recommendations for improvements in the interrelationship of the programs to better serve the handicapped; advise the Committee on extended rehabilitation services program emphasis and client needs and services; advise the Committee on the establishment of fees for

facility services; review and comment on problem areas and possible solutions in the area of facilities and TRC; promote standardization of data collection and reporting systems in regards to facility costs, trends, program needs, cost effectiveness and rehabilitation results; review and comment on the "State Plan for Rehabilitation Facilities;" review, comment on and recommend revisions in the "Standards for Rehabilitation Facilities;" and provide advice on facility programs as deemed appropriate by the Committee and Commissioner.

Article VII: Amendments

Amendments to the Bylaws may be made by a majority vote of the sitting Committee members and the approval of the Commissioner.

GENERAL CONCERNS OF THE CONSUMER CONSULTATION COMMITTEE

1. From your viewpoint as Commissioner, what is our function? What are we supposed to be doing? How are we supposed to be doing it?
2. What kind of input do you want from us? Program matters? Policy matters? Problems and/or needs of specific facilities, disability groups, etc.? What kinds of issues are we supposed to focus on?
3. How are we supposed to function within our communities?
4. How involved do you want us to be with TRC offices and employees in our hometowns and surrounding areas?
5. How are we supposed to relay our ideas, concerns, etc. to you? (There was some concern voiced at the last meeting about how information was shared with you and other administrators who are not in attendance at the CCC meetings.)
6. What is the purpose of the subcommittees? (The general feeling seems to be that, except for the Independent Living Subcommittee, the subcommittees have nothing to "get their teeth into". They aren't sure what they're supposed to be working on.) NOTE: As you and I have discussed, John Wylie and I have some ideas for restructuring the subcommittees--for one thing, possibly having them focus on specific issues that might change according to Commission need.
7. How can we be more effective than we have been in the past?

TEXAS REHABILITATION COMMISSION
Timetable for Preparation of Legislative Appropriation Request (LAR)
For 1986-1987 Biennium

<u>ACTIVITY</u>	<u>RESPONSIBLE PARTIES</u>	<u>COMPLETION DATE</u>
1. Appointment of Budget Committee	Commissioner	10-17-83
2. Determination of recommended guidelines to be used for preparation of LAR	Budget Committee	11-30-83
3. Presentation of recommended guidelines to Commissioner	Budget Committee	12-7-83
4. Approval of guidelines developed by Budget Committee	Commissioner	12-14-83
5. Determination of amount of estimated needs and amount of General Revenue requirements for 1986-1987, based on approved guidelines	Budget Office	1-18-84
6. Presentation of approved guidelines and estimate of amount of needs and General Revenue requirements to Consumer Consultation Committee	Controller/Budget Officer	2-17-84
7. Presentation of approved guidelines and estimate of amount of needs and General Revenue requirements to TRC Board	Controller/Budget Officer	2-24-84
8. Issuance of instructions for preparation of LAR	Legislative and Governor's Budget Offices	3-15-84
9. Presentation of instructions for development of 1986 and 1987 needs to Program and Activity Managers	Budget Office	3-30-84

TEXAS REHABILITATION COMMISSION
 Timetable for Preparation of Legislative Appropriation Request
 For 1986-1987 Biennium

ACTIVITY	RESPONSIBLE PARTIES	COMPLETION DATE
10. Completion and review of Activity Decision Packages	Activity Managers and Budget Office	5-1-84
11. Completion and review of Program Decision Packages	Program Managers and Budget Office	5-18-84
12. Completion and review of Agency Decision Package	Commissioner and Budget Office	6-1-84
13. Submission of completed Administrator's Statement to Budget Office	Commissioner	6-15-84
14. Submission of completed Commission Chairman's Statement to Budget Office	TRC Board Chairman	6-22-84
15. Completion of method of financing information and summary and supporting schedules	Budget Office	6-22-84
16. Final review of completed LAR	Budget Office and Program Managers	7-5-84
17. Submission of LAR to TRC Print Shop	Budget Office	7-5-84
18. Submission of LAR to Legislative and Governor's Budget Offices	Commissioner	7-16-84

BACKGROUND REPORT: POLICY DEVELOPMENT
CONSULTATION IN STATE VOCATIONAL
REHABILITATION AGENCIES

(Note: This material is excerpted from Chapter 25 of the Rehabilitation Services Manual. Chapter 25 requires state VR agencies to develop plans showing how they will respond to the views of clients and others concerned with rehabilitation. It does not mandate any specific model or formula, but rather sets the purposes and parameters for meaningful involvement.)

Legal Basis: Section 101(a) 18 of the Rehabilitation Act of 1973 as amended. Code of Federal Regulations, Chapter IV of Title 45, Part 401, Section 401.19.

Requirements: The Rehabilitation Act requires that the State agency will take into account, in connection with matters of general policy development arising in the administration of the State plan, the views of individuals and groups who are:

- (a) recipients of vocational rehabilitation services, or as appropriate, their parents, guardians, or other representatives;
- (b) providers of vocational rehabilitation services; and
- (c) others active in the field of vocational rehabilitation.

The Regulations further require that the State agency will establish in writing and maintain a description of the methods to be used to obtain and consider such views on policy development and implementation, and will assure that such description will be available to the public.

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Background: Over the past two decades there have been ever increasing efforts to provide and assure that the people and organizations directly concerned with public service programs, particularly the direct beneficiaries of the programs, have a meaningful voice in determining the way in which the programs are structured and administered. These efforts have been variously labelled as "citizen participation," "community participation," "consumer involvement," and "client involvement." While the labels may differ, they all have the same basic purpose--to give the people for whom the programs are designed full opportunity to participate in policy formulation and initial planning to assure that "their" programs are relevant to their needs and responsive to their priorities. This concept fits us well as a society for it is one form of participation of the governed in their government.

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Functional Consultation Areas for Clients, Providers and Others Active in Vocational Rehabilitation: Through the views and advice of clients, providers and others active in vocational rehabilitation, the State Director and his staff can gain added insight into the State agency's effectiveness and efficiency in serving the disabled people in the State. In order to provide this input or external feedback, however, these three groups

of "advisers" must have meaningful participation in various aspects of the State agency's operations. Only with meaningful and genuine roles will these advisers, particularly the consumers, begin to identify the State rehabilitation program as "their" program and provide constructive suggestions for its improvement rather than criticism, censure or dissension. Anything less than substantive participation will be viewed as a sham, offering no assurance that their concerns, their views and their ideas will be taken into account.

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Among the areas of program development and administration in which clients, their representative organizations, providers and other individuals and groups active in vocational rehabilitation should be assigned significant roles and in which they should work closely with the State Director and his representatives in presenting their views and recommendations are:

- (a) Program evaluations to identify strengths in services that would warrant further emphasis, gaps in services, general and specific effectiveness and efficiency of operations including the formulation of methods and techniques for improving the delivery of vocational rehabilitation services.
- (b) Program planning and program development--the planning of future programs and the expansion of current programs to close gaps in service or to improve the effectiveness of the program or programs.
- (c) Assistance in developing legislative proposals and budgets for submittal to the State Legislature, both in their preparation and follow through in hearings before the State legislative committees.
- (d) Assessment of the physical accessibility to the handicapped of all offices and facilities operated, supported or used by the State agency and, as required, formulating plans for making them accessible or more accessible.

- (e) Assistance in studies and surveys being conducted by the State agency or its district and local offices, i.e., data gathering, client sampling, and follow-up.
- (f) The interpretation of State agency policies and program services to their constituencies and to the public at large.
- (g) Assistance in the State agency's in-service training and staff development programs to aid staff in achieving greater understanding of client problems and attitudes, providers' problems and in maintaining better working relationships with organizations representing clients, providers and other people engaged in vocational rehabilitation.
- (h) Assistance to the State agency in whatever role it may have in State and local activities leading up to the White House Conference on Handicapped Individuals, and assistance to the State agency in the implementation of recommendations, having State relevance, resulting from such activities and conferences.
- (i) Assistance to the State agency in tapping and securing full utilization of the resources of other public agencies and of private agencies in meeting the needs of the handicapped, particularly the severely disabled whose economic, adjustment, medical, housing and other needs may be the responsibility of these other agencies.
- (j) Assistance to the State agency in implementing the 1974 Amendments to the Rehabilitation Act, requiring that the State agency and facilities in receipt of assistance under Title I of the Rehabilitation Act "shall take affirmative action to employ and advance in employment qualified handicapped individuals covered under, and on the same terms and conditions as set forth in Section 503."
- (k) Assistance in the establishment of specialized facilities and programs to be operated by consumer and other groups through funding by the State agency, to meet the special needs of the severely disabled applicant or client such as peer counseling, centers for independent living, halfway houses and other transitional living arrangements, transportation and post-employment services.
- (l) Proposing research to deal with unresolved problems in vocational rehabilitation, and to help assess research proposals in terms of their applicability to the needs and priorities of a particular group of handicapped people or to handicapped people in general.

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DISTRICT NO. 41 Rep. Juan Hinojosa	4207 North 22nd Street McAllen, TX 78501	H: 512-686-2413 W: 512-475-2849
DISTRICT NO. 115 Rep. Matt Garcia	1015 Main Plaza Bldg. San Antonio, TX 78205	H: 512-225-0449 W: 512-475-6188
DISTRICT NO. 141 Rep. Senfronia Thompson	10527 Homestead Houston, TX 77016	H: - - - - W: 512-475-3264
DISTRICT NO. 77 Rep. Jim D. Rudd	110 South 5th Street Brownfield, TX 79316	H: 806-637-7616 W: 512-475-4192
DISTRICT NO. 74 Rep. Robert "Bob" Valles	1515 Airways El Paso, TX 79925	H: 915- 778-6365 W: 512- 475-6269
DISTRICT NO. 67 Rep. Gerald Geistweidt	P. O. Drawer P Mason, TX 76856	H: 915-347-6328 W: 512-475-0307
DISTRICT NO. 99 Rep. Bill Blanton	14934 Webb Chapel, Suite 36 Farmers Branch, TX 75234	H: 214-242-5515 W: 512-475-5843
DISTRICT NO. 117 Rep. Frank Madla	P. O. Drawer X San Antonio, TX 78211	H: 512-924-7510 W: 512-475-5677
DISTRICT NO. 5 Rep. Bill Hollowell	322 North Oleander Grand Saline, TX 75140	H: 214-962-4881 W: 512-475-5733
DISTRICT NO. 120 Rep. Lou Nelle Sutton	1144-1 East Commerce San Antonio, TX 78205	H: 512-224-6141 W: 512-475-4152
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DISTRICT NO. 103 Rep. Steven D. Wolens	P. O. Box 24811 Dallas, TX 75224	H: 214-559-2800 W: 512-475-5875
DISTRICT NO. 15 Rep. Jim Turner	P. O. Box 780 Crockett, TX 75835	H: 713-544-3100 W: 512-475-5737

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

March 7, 1983

BOARD MEMBERS

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CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

M E M O R A N D U M

TO: Lex Frieden

FROM: Kaye Beneke *Kaye*

SUBJECT: Consumer Consultation Committee Update

The following is an update on the decisions made by the Consumer Consultation Committee during its January 31 - February 1, 1983, meeting and action taken by TRC staff members.

1. "Consumer Committee is to give further consideration to the issue of TRC purchasing textbooks for college students and make recommendations at a later date."

We have not acted on this; but, will schedule further discussion of the matter whenever you desire.

2. "The purchase of textbooks for college students will be discussed at the next Regional Directors meeting on February 22-23, 1983."

According to Mr. Doyle Wheeler, the subject was discussed by the Regional Directors. No decisions were made.

3. "Mr. Wheeler is to contact Mr. Marshall Mitchell in Amarillo and inform him of the Commission policy on the purchase of textbooks."

Mr. Les Lovell, Regional Director for Region I, asked Mr. Ty Morris, supervisor of the Amarillo Field Office to pay a visit to Mr. Marshall and explain the policy. According to Mr. Lovell, this is perhaps the third time that Mr. Marshall has had the policy explained to him. Mr. Wheeler was notified of the above action and agreed this was suitable action at this point.

4. "The Chairmanship for the Independent Living Subcommittee will be selected at the next Consumer Committee meeting."

This will be scheduled for the next committee meeting.

5. "Mr. Wheeler is to prepare a resolution on behalf of the Consumer Consultation Committee recognizing Becky Brandon for receiving a volunteer service award from the Developmental Disabilities Council in Washington, D.C."

Mr. Wheeler has asked that Chris Petrison, who is performing duties related to the DD Council's public information program, draw up a resolution. She is in the process of doing so. The resolution will be ready for presentation at the next committee meeting.

6. "Committee members are to make personal contacts with legislative members of the Senate and House Finance Committees."

Members are doing so. Judge Bob Thomas travelled to Austin shortly after the last meeting to meet with Senator Bob Glasgow. Other contacts are taking place as well.

KB/be

cc: Vernon M. Arrell
Doyle Wheeler

Key add TTR people / Granger
Cole, Carter, Spencer, Fisher, Baker

TEXAS REHABILITATION COMMISSION

Consumer Consultation Committee

Agenda

December 1 - 2, 1982

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December 1

10:00	Call to Order Introduction of Guests Approval of Minutes Lunch Orders Other Business	Bob Blase, Chairperson
10:30	Commissioner's Comments	Commissioner Arrell
11:15	Review of College/University Program	John Wylie, Director Program Services
12:00	LUNCH	
1:00	Report on Governor's Long- Range Planning Committee	Peg Nosek
1:30	Discussion of Disability Rally Day	Bob Blase
1:40	Update on Spinal Cord Injury Caseload	Ted Thayer, Program Specialist
2:10	Special Presentation	Commissioner Arrell
2:30	Subcommittee Meetings	

December 2

8:30	Subcommittee Reports
9:15	Other Business
12:00	ADJOURN

next meeting
Thurs. Feb. 3

vendor accessibility

pressure areas
more hours & lower CPA

Dr. Pope

physical restoration

Med. Consult. Com. rec.

not raising fees

CARF / Labney

Engle

Pope

Wylie

Med. Cons. Com.

Consumers — lobby for ILW LBB
★ Hon. needs to lobby



independent living research utilization

December 27, 1982

Mr. Vernon M. Arrell, Commissioner
Texas Rehabilitation Commission
118 East Riverside Drive
Austin, TX 78704

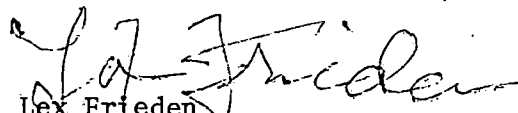
Dear Mr. Arrell,

As a result of the new responsibilities which I will assume as chairman of the Consumer Consultation Committee for TRC, I would like to resign as chairman of the independent living subcommittee. I suggest that this position be filled by an election of the subcommittee members once all present vacancies are filled. Until that time, I suggest the vice chairperson, Trudy Putteet, assume the role of acting chairperson.

I have enjoyed serving as chairman of the independent living subcommittee for the past three years. I believe our group has been instrumental in assisting TRC (Ted Thayer in particular) to establish a sound beginning for a network of consumer operated independent living service centers throughout Texas. I trust the subcommittee will continue to function in a constructive and progressive manner.

As chairman of the Consultation Committee, I will be happy to assist the subcommittee as an ad hoc advisor. I look forward to assuming my new role and to working closely with you in continued development of a responsive working advisory committee.

Sincerely yours,


Lex Frieden
Director

LF:sh