**Rehabilitation Council of Texas (RCT)**

**February 1-2, 2024**

**101 E 15th Street, Room 244**

**Austin TX 78778**

**In person and via Zoom**

**Council Members Present**

Gennadiy Goldenshteyn, Chair, Dallas

Peggy Schmidt, Vice Chair, Lucas

Mark Baird, San Angelo

Glenda Born, Austin

Jennifer Clouse, Temple (Virtual)

Cheryl A Fuller, Austin

Norine Gill, Taylor Lake Village (Virtual)

Michele Harper, San Marcos

Kiffany Jefferson, Rowlett (Virtual)

Michele Norris, LaPorte (Virtual)

Joe Powell, Irving

Emily Robinson, Pflugerville

Daniel Solcher, Allen

Jordan Smelley, Burleson

Karen Stanfill, Houston

Patrick Sturdivant, San Antonio (Virtual)

**Council Members Absent**

Lisa Cowart, Sour Lake

**TWC Employees Attendance:**

Aissa Salazar, Albert Alvarado, Andrew Ramirez, Angela R Bazaldua, Anna Lee, Anne Hoscheit, Asha Mookala, Ashley Wilson, Belinda Valero, Benigno Aceves, Betsy Hawkins, Brandalyn Williams, Carey Hajovsky, Chelsey Thomas, Chris Fink, Chris Nelson, Christy Lerche, Christopher Speckhard, Cindy Geisman, Claudia Peden, Daniel Clark, Dawn Natalino-White, Dennis Kutach, Ed Serna, Elaine Wilson, Elsa Luke, Erin Wilder, Elsa Y Perez, Frances Manor, Gena Swett, Geoffrey Miller, Heather Cooke, Jacob Garber, Jamie Haywood, Jonas Schwartz, Jonathan Perkins, Kandace Decker, Kelly Yarbrough, Kimberly Berry, Kimberly Stanphill, Kirstin Johnson, Kristen Davis, Kristen George, Laike Todd, Lance Foss, Laura York, LaVonia Adetoro, Les Trobman, Leslie Abbott, Lisa Givens, Lisa Godwin, Louis LeDoux, Mary Eixman, Megan Bennett, Melinda Paninski, Melissa Stirling, Mendy Alread, Michael Britt, Michelle McCall, Monte Hurt, Norma Garza, Rachael Klinger, Randall Pearson, Rebecca Bilbray, Ronnie Burchett, Rikka Weintraub, Sara Weems, Scott McCune, Shelly Caillouet, Sue-Ellen Woodlief, Sumer Kutach, Summer Robinson, Susan Lindsey, Tammy Martin, Tony Lawrence, Towanna Smith, W Scott

**Public Attendance:** 104

**Welcome**

* The meeting was called to order at noon by Gennadiy Goldenshteyn, Chair.
* Welcome and opening comments.

**Chairman Bryan Daniel, TWC Chair and Commissioner Representing Public**

* Addressed the council

**Joe Esparza, TWC Commissioner Representing Employers**

* Addressed the council

**Edward Serna, TWC Executive Director**

* Addressed the council
* TWC 101 Presentation, a high-level description of each division of TWC was provided.

**TWC VR Budget, Cheryl Fuller VR Director**

* FY2024 Operating Budget Total $299,202,418 PowerPoint was distributed with full details.
  + Salaries & Wages (includes Employee Benefits) $115,316,897
  + Travel $2,543,481
  + Operating Expenses $12,227,289
  + Client Services $169,114,452
* Participation and Performance Report Program Year July 1-June 30
* Expenditures Report on Fiscal Year September 1-August 31 or Federal Fiscal Year October 1-September 30
* This report is focused on Fiscal Year 2024 except expenditures of services will be the most recent concluded fiscal year.
  + Chart was presented with 2024 1st Quarter VRD Budget, Expenditures and Encumbrances included total budget $299,202,418 and budget remaining $194,601,850.
  + Chart Client Services by Region, 2024 1st Quarter
  + Chart 2024 Client Services Distributed Schedule (this is not the same schedule for every year). VR is looking for additional funds. Updates will be given.
    - Funds are available to meet the current demand.
  + Chart Fiscal Year 2023 Expenditures by Service Category
    - Highest Postsecondary Education and Training Services $30,076,114, Lowest Self-Employment Services $174,186.
  + Chart Fiscal Year 2023 Expenditures Pre-Employment Transition Services Total FY23 Expenditures as of Dec 2023 $37,257,374.
    - Work Based learning includes both youth and adults.
  + Chart Participation in Postsecondary Education and Training and Work-Based Learning. The number of participants went up 45% from fiscal year 2020-2023. A lot of the growth is being driven by students. These are based on Rehab Works and do not included SEAL. Karen Stanfill asked that VR make a comparison to 2017 pre COVID for a more realistic comparison.
  + Chart Participation in Pre-Employment Transition Services. Pre-ETS Services Delivered grew 2020-35,875, to 2022-67,094.
* Communication, Training and Technical Assistance (TA) in 2023
* VR Top Goals: Improving Communication, Budget, and Staff Improvement
* Communication
  + Quarterly All-Staff Meetings
  + Quarterly Cascading Division Meetings
    - Senior Management Team (SMT)
    - Regional Management Teams (RMT)
    - Unit/Department Staff Meetings
  + Monthly VR Manager Calls
  + Monthly Regional Budget Meetings
  + Weekly VRD New Brief
* Training and Technical Assistance
  + Fiscal Training by the VR Technical Assistance Center for Quality Management (VRTAC-QM)
  + TWC Per-Conference
  + Division Budget Analyst at each RMT
  + Budget Training for All Staff
  + Program Operations Resources, Reports and Office Hours
* Key Messages
  + Keep Customers FIRST
  + Understand and apply good fiscal stewardship throughout the Client Services life cycle.

**VR Division Report, Cheryl Fuller, VR Director**

* Implementation Report PY2020-PY2023 WIOA Combined State Plan VR Portion. Report was provided to RCT Members
  + Service Provider Activity Rates all providers, Projects, and Activities, 94 Total, 49 Complete, 22 In Progress, 20 Ongoing, and 3 In Queue
  + Six VR Goals
    - Improve provider recruitment, retention, and support.
      * (star) Strengthen provider recruiting efforts. Progress since November additional business process improvement project
      * (star) Ensure payment rates are competitive and equitable. Progress since November Rate Review Evaluation.
      * Activity rates went from 46% in 2022 Q4 to about 41% 2023 Q4.
    - Streamline VR policy, process, and procedure and improve workflow processes and tools to facilitate timely service delivery.
      * You can see the effects of vacant FTEs. Statewide Median Day from initial contact to participation, the median days increased a little over 10 days.
      * Increase in participation.
      * Definition of a participant for WIOA is IPE plus services have started.
    - Recruit and retain VR staff.
      * (star)Identify and implement strategies to improve staff recruitment and retention, employee engagement (EE). Progress since November Collaboration with TWC HR for hiring pilot: Career Ladders and Pathways Project. SNAP hiring.
      * The turnover rate for SFY 2024 Q1 was 3.96%, slightly higher than the SFY 2023 Q1 turnover rate of 3.68%, and higher than the SFY f2022 Q1 turnover rate of 2.72%. At the end of SFY 2024 Q1, VRD had 61% of counselors identified as qualified VR counselors (QVRCs) – 383 of 633 filled counselor positions.
    - Improve and develop additional user-friendly resources to maximize customer choice.
      * (star) Benefits Booster Team, cost reimbursement for Social Security, will provide enhanced customer service to customers about benefits. In house benefits planners.
      * January 2023 percent with benefits counseling on IPE 56.5%. Now we’re up to about 86.95%.
      * Customer satisfaction held constant. These are good numbers.
    - Improve VR staff knowledge and system capacity to enhance service delivery to customers.
      * (star) Provide additional training and resources for VR staff to strengthen and increase expertise and specialization in serving customers with specific and multiple disabilities. Progress since November STAC: brain and spinal cord injury program specialist; peer specialist training project; cross agency collaboration; customized employment.
      * (star) Enhance and increase training for TVRCs/VRCs regarding services to students with disabilities, including Pre-ETS. Progress since November Building Capacity project 2024 planning; Foster Youth Conference planning.
      * Satisfaction from support received from VR. These numbers are good.
      * Statewide participant engagement rate is good.
    - Increase and enhance partnerships with employers to 1) understand employer needs, and 2) build awareness about the benefits of hiring people with disabilities.
      * Work together as a Team, had a good training about serving employers. VR will have staff at all Texas Conference for Employers.
      * VR has made steady progress on expanding and sustaining since the first quarter of 2023.
      * Question about spike in Q3 then drop off. Q3 is getting ready for summer months. Summer Earn and Learn are not in these statistics.

**VR Performance Update, Geoffrey Miller, Director of Analytics ad Evaluation(A&E) and Christopher Speckhard, Manager VRGIS Team, Information, Innovation, and Insight (I|3) Division**

* SFY Q1 2024 State Measure Results. VR is meeting or exceeding performance on all except for MSG Rate. MSG Rate has not been finalized until the end of the program year. It will show minus until the final quarter. Average cost shows a plus P. We have talked about looking at how this is evaluated because if you take the current average $1,404 times 4 quarters that will beat the target.
* Strong increase in participants, slight decrease in success rate. The number of participants this R4Q increased by 3% to 67,005, compared to 64,862 from program year (PY)2022 July 2022-June 2023. The statewide success rate for this R4Q dipped slightly to 52.3%, compared to 53.1% for PY 2022.
* Q2 Post-Exit Employed/Enrolled Rate and Median Earnings Increase. The Q2 post-exit employment rate continues to recover, from 55.7% in the pandemic year of PY 19 (July 2019-June 2020) to 60.3% this R4Q. All disability categories saw growth during the R4Q. Median earnings grew by over $400 to $6,767 in R4Q compared to $6,359 in PY 21. Median earnings for individuals with Other Visual disabilities and Physical disabilities had the highest relative increases.
* Ad Hoc Request from Gennady Goldenshteyn-periodically provide earnings and earning trends versus general trend for the state of Texas. Just a refresh of what you have provided in the past.
* Q2-Q4 Post Exit Employed/Enrolled: Further signs of post-pandemic recovery. The Q2-Q4 Post Exit Employed/Enrolled rate indicates how many individuals employed in Q2 post exit are still employed in Q4 post exit. This employment retention measure continues to hold stable at 88% statewide in this R4Q, indicating a solid recovery from the pandemic level of 82.5% for PY 19 exiters. Individuals with Other Visual and Auditory and Communication disabilities saw the highest relative improvement in the Post-Exit Q2-Q4 Employment Rate for this R4Q.
* TBI, Stroke and SCI Comparison. Traumatic Brain Injury exiters have higher Q2 Post-Exit employment rates. However, SCI exiters have higher median earnings in comparison. In R4Q, TBI and Stroke Q2-Q4 post-exit employed/enrolled rates were between 85% and 88%. Employment rates for SCI increased to nearly 95%.
* Post exit employment for Individuals who have suffered a stroke has decreased substantially since 2018. PY2020 and PY 2021 are still reflecting pandemic effects. This population may have been disproportionately impacted by the lockdowns/shutdowns of the pandemic.

**Update RCT Bylaws Discussion, Peggy Schmidt, RCT Vice Chair and Karen Stanfill**

* Added 3.4.3 A member can be reappointed after a meaningful break of 3 months following their 2nd consecutive term.
* 4.2.1 Voting shall be by secret ballot for any position where there is more than one candidate. Vote can take place virtually or in person. To be elected, a candidate must receive a majority of votes cast for the position. In the event of a tie a runoff election will be held between the tied nominees. These nominees shall recluse themselves from the runoff election. A nominee has the right to withdraw their name if they so choose.
* 4.2.2 If an elected officer leaves or is removed from the council a vote for replacement officer shall be held at the next meeting, either regular scheduled or special meeting. A slate of proposed officer will be submitted to the members 30 days prior to the election meeting. Newly elected officer will assume the position immediately.
* 6.8 All committee actions, which may result in a meaningful impact on TWC-VRD customers and/or stakeholders, will receive prior approval of the full RCT, or in the interim, the Executive Committee, in accordance with Committee procedures. Such action shall be subject to ratification by the full RCT at its next regular meeting.
* Motion made by Glenda Born that the bylaws be accepted as reviewed with the submitted changes.
* Karen Stanfill seconded.
* Gennadiy Goldenshteyn Opened for discussion on the motion to accept by laws with revisions. No questions.
* Call for vote approved unanimous. Motion carries.

**Public Comment**

* Steven Aleman
* George Patrin
* Nikisha Reagan
* Marsha McCleskey

**Recess for the day**

**Resume Friday February 2, 2023, 9:00am**

**Welcome and Introductions, Gennadiy Goldenshteyn**

**Overview VRD Central Texas Region 3, Tony Lawrence, Regional Director and Kelly Yarbrough, Deputy Regional Director**

* Region 3 serves 30 counties, 5 workforce boards and borders all other VR Regions. Major Cities the region covers is Texas Capital-Austin, Waco, Georgetown, Round Rock, Killeen, Temple, Bryan College Station.
* A list of Major Corporate & Regional Headquarters in Greater Austin was provided.
* Region 3 has a staff sit in on each Workforce Board meeting. The Heart of Texas Workforce Board, Central Texas Workforce Board, Capital Area Workforce Board, Brazos Valley Workforce Board, and Rural Capital Workforce Board
* Region 3 total customers served SFY 23 13,643 and SFY 24 11,091 year to date and achieved all our goals on the Customer F.I.R.S.T.
* Operations demographics; 15 office locations, regional office in Austin and college office at Texas State Technical College; 29 regional staff including two college and university coordinators, two medical services coordinators, six vocational rehabilitation teachers, and one orientation and mobility specialist; field staff include four management units, 196 FTEs and two contract workers, over 150 ISDs and charter schools, 45 colleges and universities (including Texas A& M and University of Texas at Austin); we work with 40 employment service providers and 22 specialty contracted providers and have 24 hospital contracts.
* A description of the Management Units was given.
* Some of the Regional Programs
  + SEAL participants that completed the program was 344.
  + Project Search has 9 sites in Region 3 with 42 current customers.
* The region held eight Group Skills Training (GST)
  + JOBS (Job Opportunities for Blind Students) is the highlighted training. This training is for blind and visually impaired students who are ages 14-22 in the Pre-Employment Transition Services Categories. This is a three week, residential, summer work experience program. Some customer quotes were given.

**VRD Region 3 Partnerships and Customer Successes**

**Texas School for the Deaf and Unit 3-4 Capital Area South**

**Amy Archer VR Counselor for the Deaf and Danielle Bull Transition VR Counselor for the Deaf**

* Gave a description of Transition Services
* Gave a history of Texas School for the Deaf (TSD) and the partnership with VR (1990) on campus services. The school was open in 1857.
* Shared TSD Annual Report 2022-2023.
* Working with Texas School for the Deaf, VR works closely with Career and Transition Services, ACCESS 18+ Program and Outreach Center for summer camps.
* Customer Success Crystal Rios

**VRD Region 3: Rural Programs, Partnerships and Customer Successes iGROW (I Generate Rural Opportunities for Work)**

* Leslie Abbott, VR Manager, Unit 3-1 Brazos Valley/Rural Capital
  + Talked about iGROW Program, I Generate Rural Opportunities for Work
  + Four-year pre-employment and leadership training program in partnership with Texas A&M Center on Disability and Development for rural county student with disabilities. These services are provided in the high school setting.
  + iGROW is in seven school districts in Texas, 60 students receiving services from VR, nine students attended Career Exploration and Leadership Summer Camp at TAMSU, 15 Parent Teacher & Community Trainings held.
* Kelly Majewski, iGROW Program Manager, Texas A&M University
  + iGROW has Program coordinators that are local to the area that coordinate VR and businesses to set up the meetings.

**IGROW Employer Joel Lopez, Lopez Auto Clinic and iGROW Parent and Customer Nora Pedraza and Brian Dominguez**

* Joe Lopez provided his experience as an employer working with students in the iGROW Program. Mr. Lopez is also the Mayor of his town.
* Nora Pedraza gave her experience as a parent of a student in the iGROW Program.
* Brian Dominguez gave his experience as a student in the iGROW Program.

**VRD Region 3: Board Partnerships and Customer Successes**

**Karla Jurado, Unit Support Coordinator, Unit 3-2 Heart of Texas TWC and Louis LeDoux Chief Operating Officer, Central Texas Workforce Board and Ashley Wilson, VR Supervisor, Unit 3-2 Heart of Texas TWC**

* Karla described the interaction with Texas Workforce joint activities. Karla, Louis, and Ashley provided information about some of these activities such as job fairs, September Social (PreETS), SEAL, TORCH Award.
* Karli Robertson’s success story was presented.
* Several awards were recognized by Louis. He also noted that in calendar year 2023 Workforce Solutions of Central Texas served 118,694 customers providing over 323,000 services and that’s the highest in the state.
* We work together to ensure customers get their needs met. We provide a one-page intake form when customer walk in so we can ensure all needs are met and can connect them to the appropriate program.

**Committee Reports**

* Policy, Procedure & Personnel Development, Karen Stanfill, Chair
  + Vocational Rehabilitation Services Manual (VRSM) Redesign project is in phase 2. New manual should be available in May. A Policy Software has been purchased to allow access to policy on an accessible mobile app.
  + Customized Employment services (CE) pilot was exhibited to the committee. It will be piloted in a small area of Texas. Staff and providers have started training.
  + TWC Rules changes being proposed on the qualified vocational rehabilitation counselor section. This will be reviewed by the committee next month.
  + TWC VR Personnel retention and vacancies, 81 vacancies this is higher than the past, 79 Counselors going through training to obtain master’s degree.
  + IPE guide modification is of one of the handouts is being worked on.
  + Reduction on VR approvals is still being worked on and hope to have more on this in May.
  + A member of this committee will be involved with the self-employment process review.
* Education and Membership, Emily Robinson, Chair
  + Crated a PowerPoint presentation for RCT Committee members for presentations to the public. This will be sent to the council members for review and suggestions. Each committee has their own slide so please review for omitted information.
  + RCT Brochure modifications are coming as well to insure standard message.
  + Project plan for recruitment, orientation, and training of RCT members has been developed.
  + Results of RCT training request, barriers to employers, transition services for age 14 up, spotlight services and programs for persons with a disability. Two trainings have been identified for upcoming meetings.
  + Reminder of the RCT Mentor Program, if you have someone that needs a mentor, please contact Emily Robinson.
* Customer Satisfaction & Needs Assessment, Peggy Schmidt for Lisa Cowart, Chair
  + CSNA PPRI Report, online survey 1,000+ response (585 participants, 334 providers and 155 staff). Identified the following concerns: Lack of affordable childcare, housing, transportation, and concerns over loss of government benefits, lack of easily accessible information about benefits and incentives and employer perceptions of people with disabilities as their greatest challenges. Participants were most positive about: assessment of medical and vocational needs, academic and occupational or vocational training, and assistive technology and equipment. Staff were most positive: their evaluation of Pre-Employment Transition Services for students compared to participants and providers. Take away from revised question - in 2020 question was quality of providers and response was above 70%. In 2023 the question was changed to availability and quality of providers with the following results. This number fell in the follow way 50% from VR staff, 57% of providers and 63% participants that were satisfied.
  + Q1 SFY24 VR open and closed cases. Updated to 10 questions with an optional 6. Started in September 2023 and added text response option in December 2023. One question was added, How likely are you to refer other to VR Services? This received an 86% yes.
  + Glenda asked if the satisfaction question was broken down by rural and urban? This question doesn’t break this down. But other data that is collected does point to this being an issue in rural areas. She asked how we could help this area. Gennadiy stated that some of the answers may be in the PCG report.
* Ad-Hoc Public Engagement Committee, Gennadiy Goldenshteyn
  + Soft launch of RCT website src-texas.org. Purpose of this committee is to drive conversation and interaction and share information with all VR stakeholders. To increase public engagement with the RCT and VR services.
  + Facebook and LinkedIn pages to come. These sites are to draw people to the website.
  + RCT held an exhibit table at the TWC Annual Conference in November - December 2023. We are continuing to look for opportunities to participate at more onsite events. Emily Robinson presented at an event at Criss Cole. The entire council is responsible for looking for opportunities for RCT to present or hold an exhibit table.

**Liaison Reports** full reports are included in the RCT meeting binder.

* Client Assistance Program (CAP), Karen Stanfill
  + Explanation of the Client Assistance Program was given
  + CAP has an increase in calls from client reporting that services are delayed and state that they have been informed that they will have to wait for their services until funds are available.
  + We have heard from providers that they’ve been informed by counselors that they don’t have any money to provide the services in a timely way.
  + October through December CAP had an increase in cases by 83%, and an increase in call information of 38%. I had a meeting with TWC state office on January 30th to talk about budget and signatures on the IPEs. I have a follow up call later this month.
* Community Rehabilitation Provider (CRP), Peggy Schmidt
  + Next statewide provider and VR meeting February 21. Budget is an area of concern. Providers are being told there are no funds. Concerns with communication between providers and VR.
  + November RCT meeting public comment about the possibility of a Deaf premium for work experience trading. I met with Leslie Anna de la Cruz, and she is doing some research and will get back to us.
* Partners Resource Network (PRN), Lisa Cowart
  + Lisa was not available for oral report.
* State Independent Living Council (SILC), Patrik Sturdivant
  + SILC has not met since last RCT meeting therefore no written report
  + Next meeting February 27th
  + SILC is looking for an Executive Director. Information will be sent to Lisa Godwin to distribute to the entire council.
* Texas Education Agency (TEA), Emily Robinson
  + Update on Supplemental Special Education Services (SSES), application process will close March 15, 2024, and will reopen next school year February 3rd, 2025. This is a one-time grant $1,500.00 online grant for parents or caregivers of students who are eligible to receive special education services and are enrolled in a Texas public school or charter school.
  + SSES plus medical fragility program for those who are medically vulnerable. This project will end December 6, 2024, but the application will close March 15, 2024.
  + Assistive Technology Industry (ATIA) TEA recently partnered with the association to offer unlimited access to ATIA online courses for all teachers, faculty, and parents around the state of Texas.
  + Jordan Smelley asked what TEA is doing to ensure all districts are implementing person-centered planning. Involving the students of all ages to ARDs and IEPs. Emily responded that she works with the Deaf Ed programs, and she does encourage to start inviting students as early at elementary age. At 14 and up the students are required to be involved in their transition planning and to the development of that work.
* Texas Workforce Investment Council (TWIC), Michele Harper
  + December meeting heard briefs on the Councils Annual Report for fiscal year 2023 as well as the Texas Combined State Plan under WIOA for program years 2024-2027. Also, received briefs on the Veterans in Texas Demographic study.
  + TWIC approved a technical amendment to the Texas Workforce System’s Strategic Plan for the fiscal year 2024-3031 and approved the council’s annual evaluation report and amended some guideline for the Texas Skills Standards Based Program Recognition.
  + We also heard presentation from Evaluating Services for Texas Opportunity Youth initiative from Ray Marshall Center within UT Austin.
  + TWIC meeting presenters provided an overview of opportunity youth in Texas; success stories and models that work to re-connect and support this population who are disengaged from school, whether they’ve dropped out or they have not continued that education after high school. We then looked at some data, research, and initial findings from the initiative.
  + Next council meeting is Friday February 16 in Austin TX.

**RCT New Website Demo, Gennadiy Goldenshteyn**

* A demo of the new RCT website src-texas.org was provided.
* Purpose is to drive interaction through all VR stakeholders.
* Michelle asked about, does this populate on the back in? How does it populate? Who manages this? Gennadiy explained that the forms are sent to various mailboxes designated to the committees and Lisa Godwin will be cc’d as backup.
* Is the backend somehow populated so it can be downloaded to be tracked? Tony, DivisionX stated that there is a dedicated database per form that stores all the data.
* Resources on the page, we would like to have this tripled by the May meeting.
* Could the calendar have color coded events and be searchable.
* Ensure the colors are well contrasted for low vision.
* VR Stakeholder Feedback - Individual issues will be disposed through the right channels and provide information to the division where appropriate. Items that are systemic we will compile and review on a regular basis and work with our partners with the VR Division.
* Suggestion that auto responses be added to the backend of emails to provide information on channels for solving issues. Cheryl Fuller will provide Lisa Godwin with an auto response for customers and providers. Tony at DivisionX will work on setting this up.
* Add a disclaimer to the website that RCT can’t fix VR concerns or issue.

**Council Business**

* Approve November Minutes
  + Edit for accuracy/typos
  + Motion to approve November Minutes with typos fixed. Motion made by Peggy Schmidt, seconded by Karen Stanfill, voted, and approved unanimously.
* RCT Budget Report Lisa Godwin
  + Travel $41,852.00 Balance
  + Other Expenses $16,955.00 not including the Website build
* Location for May 2024 Meeting
  + Discussion was held for location for May meeting. The two regions that have not been visited is Tyler and Dallas. Suggested Dallas in November if the TWC Annual Conference will be in Dallas area and Tyler in May. Finalize location by end of February.
* Strategic Planning
  + Peggy Schmidt will get with Lisa Godwin to request members for this ad hoc committee and planning.

**Public Comment**

* George Patrin
* Dana McDonald
* Christine Broughal

**Adjourned**