

**Aging and Disability Resource Center and Texas Respite Advisory  
Committees – Joint Meeting Minutes  
February 4, 2019  
1:30 P.M. - 2:36 P.M.**

**Brown-Heatly Building  
Public Hearing Room 1410  
4900 N. Lamar Blvd.  
Austin, TX 78751**

Table 1: Aging and Disability Resource Center and Texas Respite Advisory Committee member attendance at the February 4, 2019 meeting.

MEMBER NAME	YES	NO	MEMBER NAME	YES	NO
[Enter member/participant names alpha by last name.] <i>ADRCAC</i>			[Enter member/participant names alpha by last name.] <i>TRAC</i>		
Bass, Diane	P		Abjani, Farida		NO
Brown, Lee A.	YES		Anderson, Rose		NO
Garcia, Samuel		NO	Bass, Diane	P	
Green, Doni	YES		Fredriksen, Amanda		NO
Helms, Denise	P		Helms, Denise	P	
Hunter James, Charlene	YES		Magrane, Cara L.	P	
Lewis, Ginny	P		Warren, Laura J.	YES	
Pham, Frank	P				
Tomlinson, Maxcine	YES				
Velasquez, Lisa		NO			
Warren, Laura J.	YES				

P: Indicates participated by phone

**Agenda Item 1: Welcome and Introductions**

The Aging and Disability Resource Center Advisory Committee Temporary Chair, Maxcine Tomlinson, called the meeting to order and welcomed members and other participants to the joint quarterly meeting of the Aging and Disability Resource Center (ADRC) and Texas Respite Advisory Committees.

**Agenda Item 2: Review and Approve the December 3, 2018, meeting minutes**

Committee member Ginny Lewis called for a motion to approve the minutes.

The motion was seconded by committee member Lee Brown and the minutes were approved.

### **Agenda Item 3: Aging and Disability Resource Center Three-Year Strategic Plan - Progress to Date**

Debbie Hall with the Office of Aging and Disability Resource Centers (OADRC) presented an analysis of the progress made in achieving the goals and objectives set forth in the ADRC Three-Year Strategic Plan, which include.

- I. ADRCs foster strong community partnerships.
  - a. Formalize the roles of the ADRC Advisory Committee.
  - b. Promote awareness of the ADRC system.
  - c. Support ADRCs in improving and formalizing relationships with other LTSS agencies/programs.
  - d. Support the ability of ADRCs to identify, target and increase services provided to underserved populations.
- II. ADRCs provide consistent and comprehensive person-centered specialized information and referral (I&R).
  - a. Promote person-centered specialized I&R training to support ADRCs in providing statewide, standardized and optimal I&R.
  - b. Review and refine performance metrics to monitor how well each ADRC is providing specialized I&R and move the system toward a seamless, effective and person-centered NWD structure.
- III. ADRCs support a person-centered assistance service delivery model.
  - a. Obtain statewide consensus, acceptance and implementation of an ADRC person-centered assistance service delivery model that promotes the provision of consistent core services across ADRCs, while allowing individual ADRCs to maintain local flexibility.
  - b. Review and refine existing performance metrics and determine the capacity of ADRCs to collect and report on new program metrics to support and improve the delivery of ADRC person-centered assistance.
- IV. ADRCs deliver services supported by sustainable and sufficient funding strategies.
  - a. Maximize funding from other entities where appropriate.
  - b. Evaluate ADRC appropriations per service level.

A document outlining the progress made was provided at the meeting (see attached document).

Debbie requested input from the committee members on their thoughts and recommendations for accomplishing the remaining tasks, as well as any additional information that may be helpful.

Patty Bordie with the Capital Area ADRC asked if the funding formula would be re-evaluated to factor in call volume data. Paula Johnson with the Houston ADRC stated the funding formula should be re-evaluated and call data from the toll free number should be factored in. George Losoya with Central Texas ADRC expressed concern that not all ADRCs use the same process to track incoming calls.

Janice Sparks with the Houston ADRC asked if there was a formal process for ADRCs to provide OADRC with suggestions or notifications to identify possible ADRC funding streams for sustainability. The OADRC Director, Wes Yeager, replied that OADRC has hired new staff to specifically research possible grant opportunities and would welcome any suggestions from the ADRCs.

Committee member Maxcine Tomlinson asked if there were any Information and Referral (I&R) certifications that would help standardize that process. Debbie replied that OADRC is researching the Alliance of Information and Referral Systems (AIRS) Certification, which is nationally recognized.

Patty Bordie asked if there was a timeline for completing the strategic plan goals; Debbie replied that the discussion today would help inform and prioritize next steps.

Committee member Cara Magrane asked if all ADRCs are AIRS certified; Debbie replied that they are not.

#### **Agenda Item 4: Public Comment**

No public comment offered.

#### **Agenda Item 5: Adjourn**

Temporary Chair Maxcine Tomlinson moved to adjourn.

Members seconded the motion and the meeting adjourned at 2:36 p.m.

#### **Next Meeting**

The next joint meeting of the ADRC and Texas Respite Advisory Committees is scheduled for Monday, April 22, 2019, from 1:30 to 3:00 p.m. The location for this meeting will be:

Brown Heatly Building  
Public Hearing Room 1410  
4900 N. Lamar Blvd  
Austin, TX 78751

Below is the link to the archived video of the February 4, 2019 Aging and Disability Resource Center and Texas Respite Advisory Committee meeting. (To view and listen to the entirety of the meeting click on the link below)  
<https://texashsc.swagit.com/play/10122018-681>

**[NOTE: The DRAFT watermark should be left on the document until the committee has voted to approve the minutes as the official record of the meeting.]**