



Travis County Commissioners Court Agenda Request

Meeting Date: March 4, 2014

Prepared By/Phone Number: Sherri E. Fleming and Melissa Velasquez

Elected/Appointed Official/Dept. Head: Sherri E. Fleming, County Executive, HHS

Commissioners Court Sponsor: Samuel T. Biscoe, County Judge

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION REGARDING UNCLAIMED CAPITAL CREDITS (REVENUE) RECEIVED FROM THE STATE COMPTROLLER'S OFFICE.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The Texas State Comptroller's Office is authorized to allocate a portion of unclaimed capital credits received from electric cooperatives back to counties in cooperatives' service areas. The money may only be used to fund an appropriate program under section 381.004 of the Local Government Code.

Travis County submitted a request for funds in fiscal year 2012 and received an allocation that was appropriated in compliance with Section 381.004 of the Texas Local Government Code. Since the due date for filing an unclaimed property was changed in 2011, we submitted for both report years 2012 and 2013.

STAFF RECOMMENDATIONS:

State statute identifies a limited set of uses for which these funds are allowable, one of which is to support comprehensive literacy programs for the benefit of county residents (Texas Local Government Code, 381.004(b)(6)). Travis County provided these funds to the Literacy Coalition of Central Texas in 2012. A copy of the Work Statement for the Literacy Coalition is attached. The text of the statute, which identifies other uses for the funding, is attached.

ISSUES AND OPPORTUNITIES:

Provides Additional funding to Travis County.

FISCAL IMPACT AND SOURCE OF FUNDING:

Travis County has received \$106,122,80 from the Texas State Comptroller's Office.

REQUIRED AUTHORIZATIONS:

Sherri Fleming, County Executive, TCHHS&VS
 Mary Etta Gerhardt, Assistant County Attorney
 Shannon Pleasant, Purchasing Agent Assistant III

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, agenda@co.travis.tx.us by Tuesdays at 5:00 m. for the next week's meeting.

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

UNCLAIMED PROPERTY DIVISION
P.O. Box 12019 • AUSTIN, TX 78711-2019

RECEIVED
COUNTY JUDGE'S OFFICE
14 FEB 19 PM 2:03



February 14, 2014

The Honorable Samuel T. Biscoe
Travis County Judge
P.O. Box 1748
Austin TX 78767

Dear Judge Biscoe,

As you may know, Section 74.602 of the Texas Property Code authorizes the Texas Comptroller of Public Accounts (Comptroller) to allocate a portion of the unclaimed capital credits received from electric cooperatives back to counties in cooperatives' service areas. The Code also states that the money may only be used to fund an appropriate program under Section 381.004 of the Local Government Code.

The Commissioners court is the primary governing body and ultimate decision-making authority regarding the legitimacy of requests for funds under this provision. The amount available to each county will be based on total capital credits remitted per reporting year, minus anticipated claims as determined by the Comptroller. Since the due date for filing an unclaimed property report was changed in 2011, this notification is for both report years 2012 and 2013.

If your office anticipates submitting a request for possible funds, please refer to the following guidelines:

- Requests for 2012 and 2013 funds are being accepted, either together or separate.
- A county may or may not have funds for either year.
- Requests are to be submitted by the Commissioners court, in writing by March 31, 2014.
- Requests **must** include the complete name, address and federal tax identification number of the Commissioners court. All requests **must** include language that states that "the purpose of the funds is in compliance with the provisions of Section 381.004 of Texas Local Government Code." Any available 2012 and 2013 funds will be sent separately and directly to the court.

Please mail your request(s) to: Texas Comptroller of Public Accounts
Unclaimed Property Division
Holder Reporting Section
P. O. Box 12019
Austin, Texas 78711-2019

If you have any questions concerning these procedures, please contact Taj Williams by email at taj.williams@cpa.state.tx.us or by phone at 1-800- 321-2274, ext. 3-1189.

Sincerely,

Bryant Clayton

Bryant Clayton
Supervisor
Holder Reporting Section

cc: Taj Williams

Sec. 381.004. COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAMS
IN CERTAIN COUNTIES. (a) In this section:

(1) "Another entity" includes the federal government, the State of Texas, a municipality, school or other special district, finance corporation, institution of higher education, charitable or nonprofit organization, foundation, board, council, commission, or any other person.

(2) "Minority" includes blacks, Hispanics, Asian Americans, American Indians, and Alaska natives.

(3) "Minority business" means a business concern, more than 50 percent of which is owned and controlled in management and daily operations by members of one or more minorities.

(4) "Women-owned business" means a business concern, more than 50 percent of which is owned and controlled in management and daily operations by one or more women.

(b) To stimulate business and commercial activity in a county, the commissioners court of the county may develop and administer a program:

- (1) for state or local economic development;
- (2) for small or disadvantaged business development;
- (3) to stimulate, encourage, and develop business location and commercial activity in the county;
- (4) to promote or advertise the county and its vicinity or conduct a solicitation program to attract conventions, visitors, and businesses;
- (5) to improve the extent to which women and minority businesses are awarded county contracts;
- (6) to support comprehensive literacy programs for the benefit of county residents; or
- (7) for the encouragement, promotion, improvement, and application of the arts.

(c) The commissioners court may:

- (1) contract with another entity for the administration of the program;

(2) authorize the program to be administered on the basis of county commissioner precincts;

(3) use county employees or funds for the program;
and

(4) accept contributions, gifts, or other resources to develop and administer the program.

(d) A program established under this section may be designed to reasonably increase participation by minority and women-owned businesses in public contract awards by the county by establishing a contract percentage goal for those businesses.

(e) The legislature may appropriate unclaimed money the comptroller receives under Chapter 74, Property Code, for a county to use in carrying out a program established under this section. To receive money for that purpose for any fiscal year, the county must request the money for that fiscal year. The amount a county may receive under this subsection for a fiscal year may not exceed an amount equal to the value of the capital credits the comptroller receives from an electric cooperative corporation on behalf of the corporation's members in the county requesting the money less an amount sufficient to pay anticipated expenses and claims. The comptroller shall transfer money in response to a request after deducting the amount the comptroller determines to be sufficient to pay anticipated expenses and claims.

(f) The commissioners court of a county may support a children's advocacy center that provides services to abused children.

(g) The commissioners court may develop and administer a program authorized by Subsection (b) for entering into a tax abatement agreement with an owner or lessee of a property interest subject to ad valorem taxation. The execution, duration, and other terms of the agreement are governed, to the extent practicable, by the provisions of Sections 312.204, 312.205, and 312.211, Tax Code, as if the commissioners court were a governing body of a municipality.

(h) The commissioners court may develop and administer a program authorized by Subsection (b) for making loans and grants of public money and providing personnel and services of the county.

Added by Acts 1989, 71st Leg., ch. 1060, Sec. 3, eff. Aug. 28, 1989. Amended by Acts 1997, 75th Leg., ch. 1037, Sec. 3, eff. Sept. 1, 1997; Acts 2001, 77th Leg., ch. 254, Sec. 1, eff. May 22, 2001; Acts 2001, 77th Leg., ch. 1154, Sec. 1, eff. June 15, 2001; Acts 2003, 78th Leg., ch. 1275, Sec. 2(109), eff. Sept. 1, 2003.

March 4, 2014

Texas Comptroller of Public Accounts
Unclaimed Property Division
Holder Reporting Section
P.O. Box 12019
Austin, Texas 78711-2019

Re: Request for Unclaimed Capital Credits for both report years 2012 and 2013

Mr. Clayton:

Pursuant to Section 74.602 of the Texas Property Code, Travis County hereby submits a request that the Texas Comptroller allocate and remit to Travis County the portion of the unclaimed capital credits received from electrical cooperatives within the Travis County cooperative service area for both report years 2012 and 2013.

The complete name, address and federal tax identification number for Travis County is listed below:

Travis County Commissioners Court
P.O. Box 1748
Austin, Texas 78767
Federal Tax Identification Number: 74-6000192

Travis County, as the requestor of such funds, herewith certifies that the purpose of the funds is in compliance with the provisions of Section 381.004 of the Texas Local Government Code.

Sincerely,

Samuel T. Biscoe
Travis County Judge



**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE**
502 E. Highland Mall Blvd.
P. O. Box 1748
Austin, Texas 78767

Sherri E. Fleming
County Executive for HHS/VS
(512) 854-4100, Fax (512) 279-2197

DATE: June 3, 2014
TO: MEMBERS OF THE COMMISSIONERS COURT
FROM: *Sherri E. Fleming*
Sherri E. Fleming, County Executive for
Health and Human Services and Veterans Service
SUBJECT: Literacy Campaign

Proposed Motion:

Consider and take appropriate action regarding Travis County participation in and funding of the Literacy Illuminates Campaign led by the Literacy Coalition of Central Texas (LCCT)

Summary and Staff Recommendations:

As part of a community wide effort to raise literacy levels, we recommend that the Court approve the following:

1. Approve utilization of elements of the attached media packet as a means to promote awareness of literacy and the cost of illiteracy; this may include, but is not limited to:
 - a. Send out the short blurb regarding literacy needs via the Travis County intranet
 - b. Choose one of the web banners to place on the main page of the Travis County web site for two months, including a statement of Travis County's support for the campaign.
 - c. Allow various County departments to select an image that is particularly relevant to their work and send it to that department's employees in a regular electronic communication.

2. Identify appropriate point(s) of contact for the Literacy Coalition to work with to facilitate county-wide utilization of Literacy Illuminates campaign materials to promote awareness of literacy and the cost of illiteracy among the county workforce.
3. Apply funds received from the State Comptroller from unclaimed capital credits received from electric cooperatives to support the Literacy Coalition of Central Texas in support of this comprehensive literacy program to support County residents. If approved by the Court, Travis County HHS&VS will enter into a contract with the Literacy Coalition of Central Texas for this purpose.

HHS&VS supports the proposed activities and recommends that the Commissioners Court adopt these for the County.

Budgetary and Fiscal Impact:

The Literacy Coalition of Central Texas will provide materials for our use. It will be up to County discretion how and when to utilize them.

Up to \$35,595.61 in funds received from the State Comptroller could be allocated to this purpose. State statute identifies a limited set of uses for which these funds are allowable, one of which is

To support comprehensive literacy programs for the benefit of county residents (Texas Local Government Code, 381.004(b)(6))

Issues and Opportunities:

Travis County, the City of Austin and Austin ISD are all supporting a board public awareness campaign to galvanize the community to improve literacy rates. The first phase of the Literacy Illuminates campaign aims to increase awareness about literacy needs in Travis County and encourage all families in the community to do something simple to help this challenging issue. The campaign is facilitated by the Literacy Coalition of Central Texas. The Literacy Coalition has worked with a team of advisors and a marketing expert to create an electronic media kit for large employers to use to spread the word about literacy issues to their employees, clients and partners.

The Literacy Coalition is requesting that Travis County utilize whatever portions of the media kit are suitable, compelling and relevant for the County's employees. The media kit contains JPEG's and wording to be used on web sites, included in electronic mail or other communications, or disseminated in electronic or print newsletters. The County can chose which images to use, and through what communication medium it wishes to send them out.

The Literacy Coalition will also be working with Travis County HHS/VS to disseminate outreach and informational materials to clients of Travis County direct service programs via the Community Centers and other programs that interface with families who may need information or instructional programs to improve their literacy skills.

The State Comptroller's Office is authorized to allocate a portion of unclaimed capital credits received from electric cooperatives back to counties in cooperatives' service areas. These funds may only be used for an appropriate program under section 381.004 of the Local Government Code. Travis County's allocation will be \$35,595.61. A comprehensive literacy program to benefit county residents is permitted in this statute (Section 381.004(b)6)).

Background:

Among the issues addressed by the Travis County, City of Austin and AISD Joint Subcommittees is literacy in Central Texas. Together they adopted a three-pronged plan brought forward by the Literacy Coalition of Central Texas. This plan includes the following:

- Goal 1: Increase general community awareness and strategic engagement
- Goal 2: Connect adults in need of literacy services with free instruction programs in Austin, and bolster the programs to receive additional clients
- Goal 3: Increase parents' ability to help improve their children's' literacy and success in school

During FY 2012, Travis County invested in the LCCT to develop community awareness materials, recruit and train volunteers, and help connect residents to needed services. In addition, Travis County has contributed printing as an in-kind contribution.

cc:

Form #3: PROGRAM WORK STATEMENT
for 2013 Social Service Contracts funded by Travis County

Date prepared: [05/16/2013](#)

Agency: Please answer the following questions as they pertain to only those programs and services in which Travis County invests. Note: the information contained in this document will be used in reports to the Travis County Commissioners Court and the community.

Agency: Literacy Coalition of Central Texas Program: Literacy Illuminates (Public awareness & education campaign for literacy)

1. Program goals and objectives:

In Travis County, more than one in five adults cannot read, write, or speak English well enough to fill out a job application. Yet less than one in twenty of those adults has access to a much-needed literacy program. The Literacy Campaign addresses this community need by conducting outreach to adults in need of services and bolstering adult literacy programs to improve their capacity to serve additional adults in need.

A parent is a child's first teacher; children who have not already developed basic literacy practices when they enter school are 3 to 4 times more likely to drop out of school. However, Austin Independent School District reports that nearly half of the students entering kindergarten are already two years behind in age-appropriate literacy skills. Parents need to understand their basic role as their child's first teacher in order to better equip them for success in school. The Literacy Illuminates Campaign conducts strategic yet broad public education and outreach activities to help parents understand how to help develop their children's basic literacy skills, and connect to free community resources to improve their entire family's literacy level.

The goals of the Literacy Campaign are twofold. The **first goal of the campaign will be to connect families in need of literacy instruction to a high quality program.** Intensive community outreach to refer adults and families in need of services will be conducted by training 150 area human service professionals who come in contact with low literate families in how to identify a literacy barrier and make a warm referral to a free instruction program.

The second goal of the Campaign is to improve the ability of parents with young children to promote high literacy rates among their children through a targeted public education and outreach campaign. 9,000 at-risk parents of young children receive targeted information to help them support their children's literacy development.

2. Program clients served:

Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).

The Literacy Campaign initiative will target several diverse populations, depending on the strategy of the campaign. The campaign's efforts to refer families to a needed literacy program will utilize existing community networks that currently interface with low-literate adults to give them information on services available. All efforts to refer low-literate adults to services will target adults at high risk for low literacy. Adult learners are generally newly immigrated adults from various countries of origin and/or high school drop-outs seeking to improve their education and job skills. Most adult literacy students are working-age, low-income adults with young children.

First, the campaign will provide trainings to case management professionals in area non-profits, City of Austin, Travis County, and AISD programs that provide direct services to vulnerable families, including Travis County rent and utility assistance programs, City of Austin neighborhood centers, and AISD parent

support specialists. The trainings will teach these professionals to identify low-literate families and make proactive referrals using the Literacy Coalition's web-based interactive database of area literacy programs.

Finally, the Campaign will coordinate a public education campaign to improve family literacy by **building skills among 9,000 parents to foster the literacy development of their children** AND connect to an array of free, community resources including library programs and community-based early literacy instruction programs. The campaign to improve parental skills will include the wide dissemination of strategic, evidence-based informational materials targeting parents. The brochures will contain information from "*Put Reading First: Helping your Child Learn to Read*," an informational brochure developed by the National Reading Panel, and still widely regarded as our nation's best source of targeted information for parents with young children. This component of the public information campaign will also include the dissemination of a **1,500 small informational brochures describing all family literacy resources** and programs in Central Texas, including information on how parents can access those resources. This component of the campaign will be focused on at-risk parents with children ages 0 to 6.

3. Program services and delivery:

Goal #1: Connecting families in need with a quality literacy program:

Families struggling with low literacy often remain invisible to the programs that are designed to help them. Most often, families are not aware of the free instructional programs available to them, and live in isolated communities lacking information about literacy resources in Travis County. However, these families often seek assistance with crisis needs such as rent and utility assistance. The Literacy Illuminates campaign leverages a broad array of social service programs already interacting with this population to conduct outreach on behalf of area literacy programs. Case workers and other direct care staff in area basic needs and public support programs need training on identifying low literate adults and families, talking with them about free community literacy programs, and making an immediate, on the spot referral to a program that meets the individual needs of that family or individual. The Literacy Illuminates campaign utilizes the Literacy Coalition of Central Texas' free, on-line referral system or free referral call line containing up to date, comprehensive information on area literacy programs. 150 professionals in various basic needs and other programs will be trained in the prevalence of low literacy, its impact on their clients, available community resources to address these needs, and the use of the Literacy Coalition's referral line and web portal for on-line referrals.

Goal #2: Improving the ability of parents to support their children's literacy development

The Literacy Campaign Initiative will target messaging to families who are at-risk for low literacy, with children ages 0-5, through AISD pre-k and kindergarten, child-care agencies serving low-income families, and WIC clinics (for children 0-3 who are not enrolled in preschool). The outreach and education efforts will include:

- Distribute 7,500 information pamphlets targeting various stages of pre-literacy for different age groups of children. Information will be distributed through all campaign partner agencies, school newsletters, school librarians, AISD Reading Specialists, and Success by Six member pre-k programs. Pamphlets will have evidence-based tips from the National Reading Panel on how parents can improve their child's literacy at home.
- Revise and distribute 1,500 booklets - Austin's Literacy Resources for Parents, a complete guide to all literacy programs, activities, and other free resources locally for parents with kids age 0-5. Booklets distributed not only to family literacy programs, but also to parents seeking additional assistance for their children through any of the campaign partner agencies. This resource list will also be available on AISD and Literacy Coalition websites.
- Use the Literacy Illuminates website and social media (facebook, etc.) to publicize family literacy resources and tips for families.

4. Service coordination and collaboration strategies:

At its core, the Literacy Coalition plans, implements and evaluates all its programming collaboratively, not only with literacy service providers, but also with other key community stakeholders providing services and supports to area literacy programs. The Literacy Coalition is the designated Issue Area Group for the Community Action Network, serves in the Executive Committee of OneVoice Central Texas, is a member of TANO and Greenlights, and participates in related planning groups like the Immigrant Services Network of Austin. Through its participation in all of these groups, the Literacy Coalition conducts outreach and awareness of its programs and identifies collaborative opportunities and potential overlaps in services.

Collaborating partners in the Literacy Campaign include:

- AISD Academics Office, Adult Education, Office of Innovation, and Communications team
- City of Austin Libraries and Neighborhood Centers, WIC Clinics
- Travis County HHS/VS, Community Centers
- United Way’s Success By Six
- Over 30 area non-profit agencies serving low literate families

The Literacy Illuminates Campaign is directed by a multi-agency Advisory Council consisting of representatives of all the lead collaborating partners in the campaign, as well as community leaders with expertise in marketing and public awareness campaigns. The Literacy Campaign was designed collaboratively with literacy service providers to reduce overlap and fragmentation of efforts. Planning efforts and campaign roll-out activities will be conducted with the three Advisory Councils of the Literacy Coalition including the English as a Second Language Council, the Adult Basic Education and GED Council, and the Early Childhood and Family Literacy Council. These Councils guide and consult on all initiatives of the Literacy Coalition, and actively collaborate it its programmatic initiatives. The Advisory Councils will continue to provide and on-going program consultation and evaluation throughout the life of the Campaign.

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):

Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL</u> (Travis County + All Other) Annual Goal
Number of area human service professionals receiving training in identifying and referring low-literate families to services	100	50	150

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	<u>TOTAL</u> (Travis County + All Other) Annual Goal
Number of parents of children (ages 0-5) who receive educational materials	6,000	3,000	9,000

(If approved for additional Output measures, copy and paste the blocks above and re-number accordingly)

6. **OUTCOME** Performance Measures (replace the blue text in the left column below with the actual wording of your measures’ numerators, denominators, and outcome rates):

*Please enter the outcome performance measures to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column’s shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. **If an***

Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).

Total Program Performance – OUTCOME # 1	Total Program Annual Goal	If <u>not</u> reported every Quarter, in which Quarter(s)?
Number of human service professionals who report making a referral using Literacy Coalition resources (numerator)	95	Q3, Q4
Number of area human service professionals trained in identifying and referring low-literate families to services (denominator)	150	
Percentage of trained professionals who report making a successful literacy program referral (outcome rate)	63%	

**Note: the Literacy Illuminates Campaign goals for 2013 are slightly reduced from the 2012 contract goals for two reasons. First, the total funding for the project has been reduced. The total program budget is \$53,595, as compared to \$80,000 in 2012. Second, the timeframe of the contract for 2013 is approximately six months, as opposed to the 9 month contract in 2012.*

7. Community planning activities:

As mentioned previously, the Literacy Coalition regularly convenes its three Provider Advisory Councils to continually assess, develop and improve its programming to guarantee effective services addressing critical community needs. In addition, the on-going instructor support discussions will not only be used to improve the development of the instructors, but also as a tool by which the LCCT Program Manager can assess needed changes or enhancements in the existing trainings or supplemental training resources and toolkits. Finally, the success of the campaign and any necessary adaptations in the campaign strategies will be assessed and planned for by the Campaign Advisory Committee.

8. Program Evaluation Plan

Program outputs will be tracked by the staff of the Literacy Coalition of Central Texas in cooperation with the participating collaborating partners. The number for the first output, the number of human service professionals trained to make client referrals, will be tracked using training sign-in sheets, and data will be aggregated and stored in an Excel file. Data for the output, the number of parents receiving educational materials, will be tracked by partner agency reports of how many informational flyers and other print resources they have distributed. This information will be collected via email from a designated reporting individual from each agency and site acting as a dissemination site for the materials.

For Outcome #1, in order to track the number of referrals made via trained area human services professionals, the Literacy Coalition will conduct one brief follow-up survey via telephone with a sample of professionals trained to assess the frequency at which they made referrals for their existing clients. The Literacy Coalition also tracks the number web-based referrals conducted on its website.

The Literacy Coalition will evaluate the Campaign’s performance in achieving program goals in conjunction with the members of the Campaign Advisory Committee. First, the projected measures and subsequent results in attaining the projected measures will be evaluated by Literacy Coalition staff and reported to the Advisory Committee. Where goals were not met, or exceeded, discussion will occur regarding the reasons behind those discrepancies, and what action, if any, should be taken to adapt program methodologies.

9. Quality improvement:

The LCCT is committed to continuous quality improvement of the Literacy Campaign initiative. LCCT staff will evaluate the program’s performance first by reviewing evaluation forms and other feedback from program participants. In addition, feedback on the programs successes, problems in service delivery, and potential areas for improvement will be discussed in meetings of the Advisory Councils AND the on-going

instructor discussion groups. LCCT staff, board, and Advisory Council members will discuss any needed changes, enhancements or adaptations necessary to improve the program. Any resulting changes will be collaborative designed by the Program Committee members, LCCT staff, and participating organizations of the Literacy Campaign Initiative.