REGIONAL ALCOHOL ABUSE ADVISORY COMMITTEE

ORIENTATION BOOKLET

SOUTH PLAINS ASSOCIATION OF GOVERNMENTS

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JERRY D. CASSTEVENS
EXECUTIVE DIRECTOR

ARLENE MILLER
ALCOHOL ABUSE COORDINATOR

FOREWORD

This booklet was compiled to provide you, members of the Alcohol Abuse Advisory Committee, the source of information needed in order to perform efficiently. It further tries to achieve a cohesiveness among committee members as to what is expected of them and ways to accomplish goals. Hopefully, this book will answer some questions which you may have in mind, or bring to your attention information not previously considered. In any instance in which this book may be used, I hope that its contents will serve you in the best capacity possible.

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SECTION I

SOUTH PLAINS ASSOCIATION OF GOVERNMENTS

SOUTH PLAINS ASSOCIATION OF GOVERNMENTS

The South Plains Association of Governments, SPAG, is a voluntary association of cities, counties, school districts, and special districts within the 15-county South Plains Region. It was established in June, 1967, to assist local governments in planning for common needs, cooperating for mutual benefits, and coordinating for sound regional development.

The Association of Governments is an organization of, by, and for local governments. Its purpose is to strengthen the individual and collective powers of local governments--to recognize regional opportunities, to help local governments resolve regional problems and make joint regional decisions, and to develop the means to assist local governments in the implementation of those decisions.

The local governments of the South Plains created SPAG under authority provided by the State enabling-legislation (Article 1011m, Vernon's Annotated Civil Statutes). This enabling legislation makes it very clear that such Councils of Governments are to be created by, controlled by, and exist to serve the local governments of their respective regions. This concept of local control has been re-emphasized by the SPAG Bylaws which were adopted by the participating member governments.

SPAG is structured so that every member government is represented on one or more of its three-layered governing bodies.

1. The General Assembly is composed of a representative and alternate from each member City and County government. Representation is proportional to the population of that governmental unit--according to the last Federal census--at the ratio of one representative for each 25,000 persons or fraction thereof. The member special-purpose districts each have one representative to the General Assembly. The General Assembly is responsible for adopting and amending the Bylaws; approving policy matters; resolving membership questions; and adopting the budget and membership dues schedule.

2. The Board of Directors--composed of one representative for each 50,000 persons total population or part thereof, at-large representatives from the remaining membership, and one representative from each type of special-purpose districts with five or more member districts. In addition eight minority representatives chosen by and from the minority population shall be added as Board Members with the apportionment as follows: two from the City of Lubbock; two from Lubbock County; one from Hale County; one from Bailey, Lamb, Yoakum and Cochran Counties collectively; one from Hockley and Terry counties collectively; and one from Floyd, Motley, Crosby, Dickens, Lynn, King, and Garza Counties collectively. This Board serves as the policy-making body for the organization. The Board of Directors has 32 members.

3. The Executive Committee is composed of the Officers of the Association and two persons from the minority membership of the Board of Directors. They serve as the governing body between meetings of the General Assembly and Board of Directors to take such action as are expedient and necessary to continue the programs and policies of the Association.

Through its years of existence, SPAG has established a strong record of regional cooperation and coordination among its member local governments. Members of the Board feel that all past and current activities of the Association of Governments have been fully in keeping with the intentions of local governments within the South Plains region and within the guidelines established by State law and the SPAG Bylaws. At the same time, questions occasionally arise concerning the current and future role of SPAG in dealing with regional issues.

BOARD OF DIRECTORS

The Honorable Medlin Carpenter
Mayor Pro-tem
City of Plainview
1202 Dallas Street
Plainview, Texas 79072

The Honorable Alan Henry
Mayor Pro-tem
City of Lubbock
3208 34th Street
Lubbock, Texas 79410

The Honorable H.L. "Bill" Young
County Judge
Dickens County
Dickens County Courthouse
Dickens, Texas 79229

The Honorable Don Joyner
County Judge
Lamb County
Lamb County Courthouse
Littlefield, Texas 79339

Mr. Bert McWilliams
2914 E. Baylor
Lubbock, Texas 79403

The Honorable Cecil Sharbutt
Councilman
City of Levelland
117 Linda Lane
Levelland, Texas 79336

The Honorable Herbert Chesshir
County Judge
Terry County
Terry County Courthouse
Brownfield, Texas 79316

The Honorable Glenn W. Thompson
County Judge
Cochran County
Cochran County Courthouse
Morton, Texas 79346

Mr. Benjamin Vera
301 N. Crosby
Crosbyton, Texas 79322

The Honorable Giles C. McCrary
Mayor
City of Post
1013 Crest Drive
Post, Texas 79356

The Honorable Bud Law
Councilman
City of Hale Center
424 South Main
Hale Center, Texas 79031

The Honorable Billie B. Moore
Councilman
City of Brownfield
712 East Oak
Brownfield, Texas 79316

The Honorable Henry Rieff
County Commissioner
Hale County
Box 74
Cotton Center, Texas 79021

The Honorable R.P. "Bob" Sanders
County Commissioner
Bailey County
515 West 5th Street
Muleshoe, Texas 79347

The Honorable A.F. Ogle
Mayor Pro-tem
City of Crosbyton
609 West Aspen
Croabyton, Texas 79322

The Honorable Lee Roy Dilliard
County Judge
King County
P.O. Box 46
Guthrie, Texas 79236

The Honorable Louis Booth
Mayor
City of Anton
606 Laurence Ave.
Anton, Texas 79313

The Honorable Carolyn S. Jordan
Councilwoman
City of Lubbock
5209 20th Street
Lubbock, Texas 79407

Mr. Onofre Hinojosa
500 East 4th Street
Plainview, Texas 79072

Mr. Dario Rendon
118 Lawrence
Anton, Texas 79313

The Honorable John M. Russell
County Commissioner
Motle County
Box 128
Matador, Texas 79244

The Honorable Tim Brewer
Councilman
City of Denver City
203 West 4th Street
Denver City, Texas 79323

The Honorable Choise Smith
County Judge
Floyd County
Floyd County Courthouse
Floydada, Texas 79235

Mr. Gilbert Fawver
Route 4
Floydada, Texas 79235

Mr. Jose Ramirez
5029 Ave. H.
Lubbock, Texas 79404

The Honorable Meldon Leslie
Mayor
City of Tahoka
P.O. Box 447
Tahoka, Texas 79373

Mr. Lit H. Moore, Jr.
Route 1
Wilson, Texas 79381

The Honorable Virgie Haile
Mayor
City of Littlefield
100 West 6th Street
Littlefield, Texas 79339

The Honorable Dirk West
Mayor
City of Lubbock
916 Texas Ave.
Lubbock, Texas 79401

Mr. Bidal Aguero
2902 Grinnell
Lubbock, Texas 79415

Ms. Joan Ervin
2806 Wallnut Ave.
Lubbock, Texas 79404

Ms. Blas Mojica
2314 Baylor
Lubbock, Texas 79415

Mr. Silbano Garcia
504 West Hayes
Morton, Texas 79346

SECTION II

COMMITTEE MEMBERS AND GUIDELINES FOR MEMBERSHIP

COUNTY	NAME AND ADDRESS AND PHONE	DATE TERM EXPIRES	OCCUPATION
Lubbock	Rudy Arredondo Dept. of Psychiatry Texas Tech University HealthScience Center Lubbock, Texas 79409 (806) 743-2804	October, 1981	Assistant Professor
Hale	Adam Cuevas 705 West 6th Street Plainview, Texas 79072 (806) 293-4363	October, 1980	Rehabilitation Counselor
Lubbock	Billy Meeks 5027 27th Street Lubbock, Texas Office: 797-5445 Home: 792-0106	October, 1980	Realtor
Bailey	Gil Lamb P.O. Box 486 Muleshoe, Texas (806) 272-4652	October, 1980	Radio Broadcaster
Lubbock	Dr. George Tyner P.O. Box 4569 Lubbock, Texas 79409 (806) 743-3000	October, 1980	Administrative Dean
Lubbock	Norma Brown 1210 Texas Ave. Lubbock, Texas 79401 (806) 763-4213 Ext. 44	October, 1980	Director of Alcoholism Services
Lubbock	Capt. Bill Cox P.O. Box 2000 Lubbock, Texas 79457 (806) 762-6411 Ext. 2783	October, 1981	Law Enforcement Officer Juvenile Division
Lubbock	Jim Kimmel 2223 34th Street Lubbock, Texas 79411 (806) 744-2353	October, 1981	Attorney
Hale	C.L. Abernathy 815 Fresno Street Plainview, Texas 79072 (806) 296-5983	October, 1981	Retired
Lubbock	Dr. Orene Peddicord 3414 40th Street Lubbock, Texas 79413 (806) 743-2757	October 1981	Physician Family Practice

COUNTY	NAME AND ADDRESS AND PHONE	DATE TERM EXPIRES	OCCUPATION
Lubbock	Joe Phillips 918 Ave. J. Lubbock, Texas 79401 (806) 763-0462	October, 1981	Realtor
Lubbock	Kenneth Tyler, MSGT Social Actions Office Reese AFB Lubbock, Texas 79489 (806) 885-3763	October, 1982	Human Relations
Hale	Medlin Carpenter 1202 Dallas Plainview, Texas 79072 (806) 296-5514	Ex-Oficio	Mayor Pro-tem
Lubbock	Bill F. Landers, Ph. D. Box 4100 Texas Tech University Lubbock, Texas 79413 (806) 742-3713	October, 1982	Associate Professor
Hale	Rick Van Hersh 2700 Yonkers Plainview, Texas 79072 (806) 296-2726	October, 1982	Assistant Executive Director
Lubbock	Howard Hulett Box 6451 Lubbock, Texas 79423 (806) 745-2574	October, 1982	Director Social Services
Lamb	E.J. Faust 221 East 26th Street Littlefield, Texas Home: (806) 385-3838 Work: 385-5911	October, 1982	Self-employee
Garza	Rev. Malcolm Neyland P.O.Box 190 Post, Texas (806) 495-2791	October, 1982	Pastor
Lubbock	Tom McClure 1217 Ave. K Lubbock, Texas 79401 (806) 747-0181	Ex-Oficio	Director of Planning

TCA GUIDELINES FOR THE REGIONAL ALCOHOLISM ADVISORY COMMITTEE

1. Advisory committee has to consist of not less than nine members who are residents of the region and represent the professional, socio-economic, ethnic, and alcoholism interest in the region.

2. Three members are appointed by the Texas Commission on Alcoholism (through Area Coordinator).

3. Three members are appointed by the Regional Council of Governments if not the Regional Alcoholism Authority.

4. Three members are appointed by the Council on Alcoholism, if not the Regional Alcoholism Authority. If there is more than one Council on Alcoholism in the region, the Councils jointly appoint these three members.

5. At least three members are appointed by the Regional Alcoholism Authority Governing Board.

SECTION III

BY-LAWS

SOUTH PLAINS ASSOCIATION OF GOVERNMENTS

REGIONAL ALCOHOL ABUSE ADVISORY COMMITTEE

BYLAWS

ARTICLE I - NAME

The name of the committee shall be the Regional Alcohol Abuse Advisory Committee.

ARTICLE II - AUTHORITY

The Regional Alcohol Abuse Advisory Committee is created by the Board of Directors of the South Plains Association of Governments, under the authority of the bylaws of the Association, as an advisory entity to the Board of Directors and, as such, has no policy-making authority. The Committee may be altered or dissolved by the SPAG Board of Directors as circumstances dictate.

ARTICLE III - ACTIVITIES

The Regional Alcohol Abuse Advisory Committee shall carry on a continuous planning effort designed to: identify problems in the SPAG Region either directly or indirectly related to alcohol abuse; assess the availability, efficiency, and effectiveness of programs and services which impact alcohol abuse in the SPAG Region; identify needs for additional alcohol abuse programs and services; and, formulate recommended goals, objectives, and strategies for the establishment of additional alcohol abuse programs and services in the SPAG Region. As a result of this planning effort, the Committee shall prepare and annually update a Regional Alcohol Abuse Plan for consideration, approval, and adoption by the SPAG Board of Directors.

The Committee shall perform a preliminary review of all funding applications for alcohol abuse programs and services submitted from the region to federal and state funding sources and provide advisory recommendations to the SPAG Board of Directors for the official regional clearinghouse comments as required by the OMB Circular A-95 regulations.

The Committee shall undertake other activities as directed or assigned by the SPAG Board of Directors.

ARTICLE IV - MEMBERSHIP

Membership on the Regional Alcohol Abuse Advisory Committee shall be limited to resident citizens of the SPAG Region. Membership shall be totally voluntary with the exception of ex-officio memberships as designated by the

ARTICLE VI - OFFICERS

The officers of the Committee shall be Chairman, First Vice-Chairman, and Second Vice-Chairman and shall be elected from and by the appointed Committee members. The term of office is one year concurrent with the annual October meeting of the Committee during which the election will be conducted. Officers may be re-elected to serve more than one term in the same or another office but shall not be eligible to serve more than two successive terms in any officer capacity.

The Chairman shall: schedule and preside at all meetings of the Committee; act as the official representative of the Committee in all matters; submit an annual written report to the SPAG Board of Directors which will include a summary of Committee activities, minutes of all meetings, a budget for the Committee's operations, and attendance records of all Committee members; and, appoint temporary sub-committees as the need arises to perform specific tasks related to the business and activities of the Committee.

The First Vice-Chairman shall perform the duties of the Chairman in the absence of the Chairman.

The Second Vice-Chairman shall perform the duties of the Chairman in the absence of the Chairman and First Vice-Chairman.

The secretarial functions of the Committee shall be the responsibility of the SPAG Regional Alcohol Abuse Coordinator.

ARTICLE VI - MEETINGS

The Committee shall meet in regular session as often as necessary to accomplish Committee business, but no less often than once each calendar quarter. Written notification and agenda materials shall be mailed to Committee members at least ten days prior to the date of the meeting. Members are expected to attend all regular meetings, unless there is a valid reason for absence, and to provide advance notice of anticipated absence, if possible, to the SPAG Regional Alcohol Abuse Coordinator. As noted in Article V, three consecutive absenses from regular meetings shall constitute an automatic resignation.

Special or emergency meetings may be called by the Chairman, or other Committee officer in the Chairman's absence, provided that members are notified of the meeting a mimimum of twenty-four hours prior to the time for convening the meeting.

Resolutions will be passed and officers will be elected by a simple majority vote of the members present at any meeting which has a quorum. A quorum shall consist of one-third of the total appointed membership on the date the meeting is held. The presiding officer shall be counted in the determination of a quorum but shall vote only in case of a tie.

Unless there are very exceptional circumstances, all meetings will be held in Lubbock and all Committee members who incur personal, unreimbused travel expense to attend Committee meetings shall be reimbursed by SPAG based upon a

SPAG Board of Directors. The total membership shall be broadly representative of the various special-interest and special-emphasis population groups in the SPAG Region.

The Committee shall have a maximum of forty membership seats, including designated ex-officio membership seats. Currently designated ex-officio membership seats include a SPAG Board of Directors Liaison seat filled by a member of the SPAG Board of Directors and a South Plains Health Systems, Inc. seat filled by that agency's Director of Project Review.

All voluntary members of the Committee shall be officially appointed by the SPAG Board of Directors and notified of the appointment in writing by the SPAG President.

The members of the SPAG Board of Directors shall have sole authority to select and recommend persons for appointment by the SPAG Board of Directors. In no instance and in no form shall the Committee, members of the Committee, or SPAG staff members make, or be involved in making, such a recommendation of appointment.

The Regional Alcohol Abuse Coordinator on the SPAG staff shall not be a member of the Committee but shall attend all meetings and perform all necessary staff functions to support the Committee's activities.

ARTICLE V - MEMBERSHIP TERMS

The regular term of membership for voluntary members shall be two years. A voluntary member may be reappointed to serve more than one term but may not succeed himself or herself in excess of two regular terms. A voluntary member who has served two regular terms in succession is not eligible for reappointment until he or she has absented himself or herself to no less than one year; however, in the event that a member of the SPAG Board of Directors in unable to select someone to fill a membership seat vacated by an ineligible member, the ineligible member may be reappointed to a third successive regular term by unanimous vote of the SPAG Board of Directors. A voluntary member appointed to fill a membership seat during an unexpired term shall be eligible for reappointment for two successive regular terms, in addition to the unexpired term, but shall be ineligible for subsequent reappointment except as noted above. Voluntary membership terms shall begin and end consurrent with the annual October meeting.

Membership terms for designated ex-officio membership seats shall be continuous, unless otherwise specified by the SPAG Board of Directors, until such time as the SPAG Board of Directors removes the ex-officio designation.

Resignation from the Committee prior to the expiration of an appointed term shall be by written notification to the SPAG President, except that any voluntary member who fail to attend consecutive meetings shall be considered to have resigned from the Committee effective of the date of the third consequently missed meeting and shall be so notified in writing by the SPAG President.

standard mileage rate as set by the SPAG Board of Directors and in effect on the date of the meeting. Reimburseable mileage shall be based upon standard map mileage (round-trip) for members traveling from outside the city limits of Lubbock and upon odometer reading (round-trip) for members traveling within the city limits of Lubbock. Documented travel periods will be submitted to SPAG and reimbursements paid by SPAG on a quarterly basis.

All Committee meetings shall be open to the public, however public notification of meetings is not required.

ARTICLE VIII - BYLAWS AMENDMENTS

The Committee may recommend amendments to these bylaws by simple majority vote at any meeting which has a quorum present, provided that all Committee members shall have been notified of the proposed amendment no later than ten days prior to the meeting at which the amendment will be voted upon. Any bylaws amendment recommended by the Committee shall be presented to the SPAG Board of Directors for approval and shall become effective on the date of approval by the SPAG Board of Directors.

APPROVAL AND ADOPTION

These bylaws were approved by the Committee members with a quorum present on August 2, 1979, and forward to the SPAG Board of Directors for approval.

Signed: _____

Bill Cox, Chairman
Regional Alcohol Abuse Advisory
Committee

These bylaws were approved by the SPAG Board of Directors for adoption by the Regional Alcohol Abuse Advisory Committee on August 14, 1979.

Signed: _____

Medlin Carpenter, President
South Plains Association of Governments

SECTION IV

REGIONAL ALCOHOLISM AUTHORITY

REGIONAL ALCOHOLISM AUTHORITY
FORMAT FOR IMPLEMENTATION

Introduction

In conceptualizing the process necessary to implement The Texas State Plan for the Prevention, Treatment and Control of Alcohol Addiction and Abuse, it is clearly evident that the design will have to achieve at least the following three objectives:

1. Establish an organizational structure flexible enough to encompass the broad range of problems inherent in alcohol abuse and alcoholism, and provide for participation from citizens' groups, agency personnel, local officials, consumers of alcoholism services, and clerical, legal and medical professionals involved;
2. Regionalize alcoholism activities in order to insure a system that accurately reflects the uniqueness and diversity of the state's population, the varying scope and nature of alcoholism problems, and provides realistic approaches to implementing alcoholism programming; and
3. Generate enough involvement to insure that mature judgements will be made with a realistic expectancy that commitment toward the goals established can be maintained.

To initiate this process, a regional alcoholism authority will be designated in each of the State Planning Regions. The following are general guidelines that should be considered by public or private nonprofit agencies desiring to be recognized as a Regional Alcoholism Authority.

I. Purpose of Regional Alcoholism Authorities

The Regional Alcoholism Authorities shall be responsible for the development and implementation of the State and Regional Alcoholism Plan and the continuation of planning of alcoholism services.

II. Scope and Relationships of Regional Alcoholism Authorities

The scope of the Regional Alcoholism Authorities include all factors relating directly and indirectly to the problems of alcohol abuse and alcoholism in the Region. To achieve its aims, cooperative relationships must be established with all appropriate agencies, groups, organizations, and individuals both public and private, that affect the performance of the authority's duties.

Regional alcoholism activities shall be coordinated with appropriate regional offices of State agencies. Regional programs contribute to the substance and conduct of State alcoholism programs and benefit from the data and information compiled by the State agencies involved in alcoholism. Both State and Regional alcoholism agencies will profit from mutually agreed upon priorities. This is not to say that Regional or State authorities will usurp the prerogatives of independent alcoholism-related agencies in the field. Each has its own area of expertise and its own contribution to make therefore, each agency must continue to implement its own program.

III. Responsibility Areas for Regional Alcoholism Authorities

ADMINISTRATION OF PROJECT

1. Maintain property management, adminstration, bookkeeping and accounting procedures in accordance with TCA Grant and Contract Manual.
2. Submit financial reports to TCA as required.
3. Provide for clear delineation of lines of authority and supervision for project staff within the agency.
4. Assure that project staff responsibilities are clearly delineated in job descriptions and that adequate provision is made for performance evaluation by the administration on a regular basis.
5. Provide for orientation and training of appropriate staff and the Regional Alcoholism Advisory Committee.

6. Maintain compliance with a written Affirmative Action Plan for equal opportunities for employment, services, participation in planning processes, and representation on committees and task forces.
7. Maintain adequate and supportive working relationships between the project and other in-house agency programs and activities.

PLANNING

1. Engage in a continuous process of regional planning and program implementation which will interface with the statewide planning effort and reflect changing needs and priorities, availability of resources, and achievement of goals and objectives.
2. Develop and implement a regional plan for delivery of comprehensive alcohol abuse/alcoholism services, to be complete and current on an annual basis.
3. Maintain an Advisory Committee in conformance with TCA requirements and assure committee involvement in the project's on-going planning process.
4. Record minutes of all Advisory Committee meetings and forward copies to TCA as required.
5. Actively seek to involve other staff within the agency as well as outside agencies and individuals in the over-all planning process.
6. Participate in COG pre-application conferences.

COORDINATION

1. Communicate with the Texas Commission on Alcoholism through the applicable area office.
2. Provide on a timely basis to the area office information on activities, events, and potential problems in the region which concern alcoholism programming.
3. Assist the Area Office in the maintenance of a cooperative working relationship for the purpose of reviewing current status of program efforts and planning of future activities.

4. Maintain on-going personal contact with alcoholism programs throughout the region for purposes of monitoring, evaluation and technical assistance and promote inter-agency cooperation.
5. Actively participate with TCA staff in the conduct of formalized site visits to TCA funded projects in the region.
6. Make a serious and on-going attempt to maintain good working relationships with other social, health and welfare services in the region.
7. Coordinate efforts with the applicable HSA and attempt to implement a working agreement.
8. Make consistent efforts to involve the alcoholism constituency in the HSA health planning process (membership on Board of Directors, Advisory Committees and task forces).

DEVELOPMENT OF RESOURCES

1. Assist in development of cost-effective services and expansion of current resources consistent with demonstrated needs and regional priorities, including needs of special population groups.
2. Encourage and assist community agencies in developing Volunteer Services as a viable resource.
3. Serve as a clearinghouse for distribution of TCA formula grant/contract application forms, provide technical assistance in development of such applications, and review and comment on all formula grant applications submitted to the Commission from the region.
4. Assist community agencies, as appropriate, with requests to TCA for other types of funding assistance.
5. Encourage community agencies and groups in applying to a wide variety of potential funding resources, provide technical assistance on development of applications, and, where appropriate, provide review and comment.

EDUCATION, INFORMATION AND TRAINING

1. Keep elected officials and other community leaders adequately informed with respect to the status of and need for alcohol abuse/alcoholism services.
2. Maintain liaison with and assist Councils on Alcoholism, educational institutions, and other community and civic organizations in carrying out educational and training responsibilities.
3. Initiate, coordinate, and carry out, with the assistance of other project staff, an annual regional institute on alcoholism.
4. Assist in planning and conducting of programs to assure a sufficient level of on-going educational and training opportunities in the region.
5. Utilize news releases, articles, radio and TV spots and mailing lists to educate and inform the public about alcohol abuse/alcoholism services.
6. Provide for the development and dissemination of a regional services directory which is up-dated on a regular basis.

PROGRAM EVALUATION

1. Maintain on-going evaluation with respect to all areas of responsibility, including goals and objectives outlined in both the RAA Grant and Regional Plan.
2. Involve other appropriate staff, Advisory Committee members and other interested groups and individuals in the evaluation process.
3. Utilize evaluation findings to reassess needs and to modify program; inform appropriate individuals, groups and agencies of modifications made as a result of program evaluations.
4. Submit reports to TCA as required with respect to project activities, current and/or potential problems and actions toward solutions, status of programming and implementation of Regional Plan.

IV. Eligibility Criteria for Designation

The Texas Commission on Alcoholism will designate one Regional Alcoholism programming in a specified region. To be eligible for designation, the Regional Alcocholism Authority must meet the following criteria:

A. The Regional Alcoholism Authority shall be legally consituted to serve the geographic area of a State Planning Region established by the Governor of Texas or to serve any multi-county area within a State Planning Region designated by the Texas Commission on Alcoholism.

B. The agency shall be qualified to carry out the established regional responsibilities as outlined herein and in The Texas State Plan for the Prevention, Treatment and Control of Alcohol Addiction and Abuse by the Texas Commission on Alcoholism.

C. The governing body of the agency shall be representative of the region it serves. Each county within the region must be represented on the governing body except that the Texas Commission on Alcoholism may waive this requirement for an alternate design that assures proportionate representation.

V. Designation Process for Regional Alcoholism Authorities

Any eligible public or private nonprofit agency may request designation as the Regional Alcoholism Authority by submitting a formal resolution from its governing body to the Texas Commission on Alcoholism requesting designation as the Regional Alcoholism Authority.

VI. Regional Alcoholism Authority Reporting

The Regional Alcoholism Authority must submit periodic reports to the Texas Commission on Alcoholism as specified by the Executive Director of the Texas Commission on Alcoholism. In addition to the required periodic reports, annual reports which include descriptions of activities, mechanisms established for coordination and communication, and significant accomplishments and problems must be provided.

SECTION V

STAFFING

SOUTH PLAINS ASSOCIATION OF GOVERNMENTS

IN HOUSE STAFF

JERRY D. CASSTEVENS	Executive Director
GLENDA ROBINSON	Administrative Assistant
DIANNE DORN	Executive Secretary
LINDA COSPER	Finance Officer
LEANN CORBIN	Payroll Clerk
KAREN CHEYNE	Bookkeeper
JOY SNOW	Accounts Payable Clerk
JULEE TERRY	Budget Specialist
CAROL MITCHELL	General Ledger Clerk
ESSIE GUERRERO	Bookkeeping Clerk
CAREY MAY	Director of Information Services
SYLVESTER CANTU	Community Development Planner
LANNY LAMBERT	Comprehensive Planning Assistant
MAMIE RODRIGUEZ	HUD Secretary
H.K. HENNIGER	Law Enforcement Training Officer
LISSA WRIGHT	Law Enforcement Secretary
BETTY SHANNON	Director of Aging Programs
ERMA MANZAY	Aging Secretary - Accounts Clerk
RUTH SHAW	Aging Secretary
JANET KOLLMEIER	Aging Publication Specialist
MARY SAMSON	Aging Program Specialist
BOB BURBRIDGE	Aging Planner
JEFF CRUMP	Printer
GLORIA HELEN	Printer Assistant
ARLENE MILLER	Alcohol Abuse Coordinator
JIM HART	Director of Criminal Justice Planning
NORMA TORRES	Alcohol/Criminal Justice Secretary
CHUCK COTTON	Director of Regional Services
JUANITA FORBES	CETA Project Director
CHARLES PHILLIPS	CETA Assistant Director of Operations
OFELIA VENEGAS	CETA Operations Secretary
JOHN DEVEREUX	CETA Assistant Director of Planning
NANCY SCHRAM	CETA Planner
ELLA BROWN	CETA Planning Secretary
NILA DECKER	CETA Title VII Coordinator
KAREN KING	CETA Title II B,C, VI Coordinator
GWEN TITUS	IMU Coordinator
VERN COLEMAN	M&E Assistant
JOHNRICE LEVELS	M&E Assistant
CAROLYN WASHINGTON	PSE Coordinator
EUGENE RIOS	PSE Counselor
SUE CASTLES	PSE Counselor
JULIE JONES	PSE Counselor
RHEBA GARCIA	PSE Clerk
KERRY ZUBRAS	PSE Counselor
DOROTHY HALL	PSE Counselor
MARY BYARS	PSE Clerk
LINDA WATKINS	Intake Coordinator
CINDY MOORE	Intake Interviewer
J.J. JOHNSON	Intake Interviewer

LYNNE KNIPPING	Intake Counselor
CHARLES HENRY	Intake Counselor
MARTHA BAGBY	MIS Clerk
HILDA SANCHEZ	Assistant Filing Clerk
VONZETTE BROWN	Assistant Filing Clerk
ZULEMA JUAREZ	CETA Receptionist
ETHEL THURMAN	Receptionist

TEXAS COMMISSION ON ALCOHOLISM
809 SAM HOUSTON BUILDING
AUSTIN, TEXAS 78701
(512) 475-2577

CENTRAL OFFICE STAFF

ROSS NEWBY	Executive Director
WAYNE L. EWEN	Deputy Director
SHERMAN R. LENNING	Attorney
BECKY BROWN DAVIS	Administrative Assistant
CONNIE SHELTON	Administrative Secretary
ALAN BIRD	Director of Auditing
VALERIE KORBA	Staff Auditor
DENNIS D. SCHAFER	Fiscal Administrator
MIKE BRANUM	Chief Accountant
MARGOT KORNRUMPH	Accountant
VERA SHEPPARD	Accountant
MILLICENT GARZA	Accounting Clerk
JENA HANNAFORD	Purchasing Agent
JOE G. HALTON	Personnel Officer
MARILYN ARTIESCHOUFSKY	Secretary
LENORA SIMS	Secretary
PHYLLIS TALLEY	Secretary
JANIE VILLARREAL	Secretary
DEHLIA KLINEFELTER	Receptionist
TOM SEARS	Director, Grants Management/Resource Dev.
RETA DUKE	Specialist
WOODY REDLAND	Specialist
BETTY MCCULLOUGH	Administrative Technician
SHANNON WOOD	Clerk
PAUL LOUVIER	Administrator, Program Services
LUCILLE GRAY	Program Coordinator
JOAN PRIEST	Administrative Technician
SANDY RANDOLPH	Secretary
MANUEL FERNANDEZ	Director, Treatment & Rehabilitation Services
JACK TYLER	Program Coordinator
BRENDA SHEPHERD	Program Coordinator
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SECTION VI

GRANTS, CONTRACTS AND EMERGENCY FUNDING

GRANTS

GUIDELINES FOR GRANT SUPPORT

1. Eligibility

Any public or private non-profit agency, organization, or institution is eligible to apply to the Texas Commission on Alcoholism for federal formula grant funds. A private non-profit applicant should be tax exempt and serving, or capable of serving, a useful and viable purpose in the field of alcohol abuse and alcoholism.

A public or private non-profit agency, organization, or institution desiring information and assistance in applying for formula grants should contact the RASD in its region. The RASD furnishes the application forms and aids in their preparation. The central staff and the Area Coordinators of the Texas Commission on Alcoholism can also assist in the development and completion of an application. State agencies and RAA's wishing to make application should contact their respective Area Coordinators. Applicants with programs having statewide impact should contact the Texas Commission on Alcoholism central staff to secure forms and technical assistance.

2. Application Requirements

The amount of federal formula grant funds available to the Texas Commission on Alcoholism in any one fiscal year is limited. To assure full utilization of every alcoholism dollar, the following rules apply:

A. The Texas Commission on Alcoholism utilized two grant funding mechanisms--new and continuation.

(1) A new program is one which is not currently being funded with with Texas Commission on Alcoholism federal formula funds awarded at a regularly scheculed Grant Review hearing. Applications for new grants should be prepared for review in

January, with a project and funding period to start February 1 and not to exceed 17 months, for funds not to exceed $70,839 for a 17-month period or $4,167 per month.

(2) A continuation program is one which is currently being funded with Texas Commission on Alcoholism federal formula funds awarded at a regularly scheduled Grant Review hearing. (Note exception under item C, 5.) Applications for continuation grants should be prepared for review in June, with a project and funding period to start July 1 and not to exceed 12 months, for funds not to exceed $50,000 for a 12-month period or $4,167 per month.

NOTE: Regional Authorities should follow guidelines for a continuation program, except that the application should be prepared for review in January.

B. The maximum contribution by the Commission in support of a grant for a 12-month period is $50,000 and for a 17-month period is $70,839.

C. The Texas Commission on Alcoholism may provide funding according to the following:

(1) The Texas Commission on Alcoholism will provide monies for 75 percent of the total program costs for the first three years of a project. However, the grantee must submit a competitive continuation renewal application each year. During this 3 year period, the grantee must provide not less than 25 percent of the total program costs. At least 5 percent of the support must be cash, and the remaining support may be in-kind.

(2) New grants funded at the January review will be approved for 17 months which will be considered their first year's funding. Funding

will be approved through June 30 of that year with the remainder of the award being programmatically approved for the additional 12 months. When requesting continuation funding at the end of 17 months, no request will be approved in excess of the monies received over a 12 month period. NOTE: New grants approved at the January review with a start date after June 30 will be funded for first quarter of their project period with funds that are available at the January review. New programs requesting funding at the January review indicating a start date from three to four months after the review must provide an adequate reason for this, and that reason will be carefully considered by both staff and Review Committee.

(3) Continuation grants funded at the June review will be approved for 12 months. The Texas Commission on Alcoholism will not fund any program in excess of the Texas Commission on Alcoholism funds approved for the previous year of the project. This applies to the first 3 years of funding. If an applicant is requesting 4th year funds, monies in excess of 85 percent of the previous year's Texas Commission on Alcoholism award cannot be requested. If the applicant is requesting 5th year funding, monies in excess of 75 percent of the 4th year award cannot be requested. If an applicant is requesting 6th year funding, monies in excess of 50 percent of the 5th year award cannot be requested.

(4) Each year after the third year, the grantee contribution must be in an amount that will, when added to the Texas Commission on Alcoholism support, equal no less than the total program costs for the previous year. The grantee contribution should be made up of both in-kind and cash and identified in the application.

(5) Grantee agencies are expected to maintain their programs at the end of the six year funding cycle of the Texas Commission on Alcoholism.

(6) Regional Authorities will continue to be funded on a 75 percent Commission support and 25 percent grantee contribution. The above funding regulations do not apply to these agencies.

(7) Councils on Alcoholism - refer to page 5-1, Special Information.

EXAMPLE: PROGRAM WITH TOTAL PROGRAM COST OF $66,667

YEAR		TCOA		MATCH		TOTAL
One		50,000	75%	16,667	25%	66,667
Two		50,000	75%	16,667	25%	66,667
Three		50,000	75%	16,667	25%	66,667
Four	85%	42,500		24,167		66,667
Five	75%	31,875		34,792		66,667
Six	50%	15,937		50,730		66,667
Seven		0		Please note #5 above.		

D. Two or more grants or contracts or a grant and a contract submitted by the same applicant agency cannot be programmatically approved or budgetarily dependent upon each other for their operation. Each project must be able to operate independently as a separate entity and will be evaluated on its own merits.

3. Evaluation of Grant Applications

Allocation of funds is normally to one of the following program areas: Treatment & Rehabilitation; Education, Information & Training: Occupation; and Regional Alcoholism Services Development. Existing services, needs and priorities in each of the regional plans are considered when reviewing applications.

The criteria listed below defines those elements normally required in projects selected for funding assistance.

A. Preference is given to projects seeking to develop or introduce new knowledge, techniques, and approaches to the probelms of alcoholism.

B. Preference is given to action-oriented efforts, i.e., projects seeking to test or demonstrate ideas, to develop working prototypes or practical aids, or to activate change and improvement.

C. Preference is given to projects designed to produce models or improvements having value or significance beyond their local of impact, i.e., for the state as a whole or for particular types of areas, communities, agencies, or systems.

D. Preference is given to projects in which the grantee is able or prepared to make a substantial contribution in money, services, or facilities which equal more than the required grantee match.

E. Preference is given to projects that contemplate the most responsible evaluation of results. (This should involve a carefully considered plan offered as an integral part of the project design.)

F. Preference is given to proposals that comprise a comprehensive range of projects into a single, systematic program.

G. In demonstration efforts where assistance is given to a new program, the ability, intention, and commitment of the grantee (or other appropriate agency) to continue the program without federal support if proved successful would be considered a positive factor in evaluation for grant aid.

H. Sponsorship, support, and endorsement of all agencies and individ-

uals that will be affected or that have an immediate interest in a project are considered important elements in grant evaluation.

I. Preference is given to projects identified as regional, state, and/or federal priorities.

Grant Award Procedures

1. Applications received by the Texas Commission on Alcoholism are acknowledged so that the applicant knows the proposal has been received. At this point, a preliminary check for completeness is made and the applicant is contacted if omissions appear. Thereafter, substantive review by the Commission staff is undertaken. In the course of such review, additional information may be requested from the applicant.
2. The authority to approve grants is vested in the Executive Director upon favorable action by the Review Committee. Any prior evaluation, review, or consultation on proposed projects should not be taken as indicative of ultimate disposition. Staff reviews serve as recommendations to the Review Committee.
3. Actions that may be taken by the Review Committee are:
    A. Approval
    B. Approval with a stipulation or stipulations. Funds are awarded however, if the stipulation(s) is not met by the grantee within a time limit set by the Committee, funding is terminated until the stipulation(s) is removed.
    C. Approval with a condition or conditions. Funding may be withheld until the condition(s) is met. The grant will be terminated if the grantee does not rectify the problem necessitating the action by the Committee within the time period cited. The Executive Director of the Texas Commission on Alcoholism will be notified in writing

by the grantee of any action taken to remove the condition; the Executive Committee of the Commission will determine if the condition has been met. Funding can begin the first day of the month following Executive Committee approval and connot be retroactive.

D. Return for further development. The applicant can submit a redeveloped application at the next regularly scheduled Review Committee hearing, and that application will be assigned a top priority ranking on the agenda.

E. Approval for a lesser or greater amount of funds than requested. The grantee must submit a revised budget within two weeks after the review hearing reflecting any changes in the broad funding categories necessary to indicate total Commission support equal to the amount awarded. The applicant should revise PART II, BUDGET (pages 3-9) of the application.

F. Disapproval.

4. When an award has been approved, the applicant is notified by the Statement of Grant/Contract Award, Form 01SGC.

CONTRACTS

Guidelines for Contracting

1. Contracts to produce a Tangible Project. Contracts can be used to produce a tangible product with statewide applicability to other regions and/or communities. Such products may be a research report, specific evaluation study, education or training curriculum, audio-visual aids and materials, demonstration project report, or other material products. These contracts must contain a specific procedure for promotion and disemination of the product. Contract applications will be reviewed at the regularly scheduled Grant/Contract Review for new programs and can be funded for twelve months or less. Since these types of projects are specifically designed to provide a final product, they will not be considered for continuation funding.
2. Contracts Involving Hardship Cases. Contracts can be used to initiate programs when the applicant is unable to supply required grantee contribution. Contract requests for hardship cases must comply with the requirements for decumentation undernew grant application; that is, they must supply a complete statement of need,goals, and objectives, detailed program methodology, project evaluation, and detailed budget. Specific documentation must be supplied in the application to justify a hardship case. The Review Committee will first determine that a true hardship case exists. If such a case is not established, the contract request will not be acted on by the Committee. Contract applications will be reviewed at the regularly scheduled Grant/Contract Review for new programs and can be funded for seventeen months or less, but not beyond June 30 of the following year. Contracts involving hardship cases will not be continued on a

contract basis.

3. Contracts for Services. Contracts can be used by the Commission to purchase services from other state agencies, institutions, and individuals.
4. Contract Financial Limitations. Contract requests may not exceed $50,000 over a twelve-month period, or $4,167 per month.
5. Independent Programs. Two or more contracts or a grant and contract submitted by the same applicant agency cannot be programmatically or budgetarily dependent upon each other for their operation. Each project must be able to operate independently as a separate entity and will be evaluated on its own merits.
6. Councils on Alcoholism. Refer to , Special Information.

EMERGENCY FUNDING

Request Procedures

Requests for emergency funding should be addressed to the Executive Director of the Texas Commission on Alcoholism with copies to Grants Management and the appropriate Area Coordinator.

The requests must contain the following information:

A. Explanation of the emergency situation that makes it necessary to request assistance and how the program will be funded when the emergency is over.

B. Amount of money requested by budget category (personnel, travel, space cost, consumable supplies, equipment, renovation, other operating expenses).

C. Time period for which assistance is needed including start and end date end dates.

D. Statement of the services to be performed by the agency requesting assistance.

Award Procedures

Requests for emergency funding are reveiwed throughout the year by the Texas Commission on Alcoholism.

A. If the request is approved, Grants Management prepares a contract based on information contained in the request and mails it to the contractor for approval.

B. If the request is disapproved, the applicant is notified.

Contract Administration

Refer to "Part 3 - Contracts" for specific information on administration of the contract.

SPECIAL INFORMATION

Texas Health Facilities Commission

The Texas Health Facilities Commission was created in part to regulate the development, construction, modification, or expansion of certain health care facilities and services in the State of Texas. Since some alcoholism programs are considered health care facilities, three declaratory rulings from the Texas Health Facilities Commission which affect alcoholism programs are appended as Attachment A.

Councils On Alcoholism

Commission policy, as approved July, 1979, states that "local councils should demonstrate seriousness of purpose and stability of operations prior to securing any financial aid from the Commission." Additionally, the funding of councils is governed by Sections 18 and 7 of Article 5561c, H.B. 559, which is an act creating the Texas Commission on Alcoholism. It was enacted the 53rd Legislature Regular Session, 1953, as amended Acts 1959, 65th Legislature, P. 476, ch. 2045. Section 18 states "funds for the operation of local councils on alcoholism shall be expended only if matched locally."

The Importance of local community support in council operations and funding is underscored. A council's sense of purpose and operational stability would be indicated by it having obtained a charter from the Secretary of State and having named a board of directors which meets regularly with minutes being kept and recorded. An appropriate bookkeeping system should have been established. The length of time the council has been organized and in operation will be considered but will not be the primary consideration for financial aid.

Planning & Development (Operational) Applications

The council's basic function (or "operation") is one of evaualuation and referral as well as providing information to the community. "Matched Locally" means

that the community must be prepared to provide at least a 25% match of the total budget as shown in the grant application. All other provisions, rules, and regulations contained in the Grants and Contracts Manual shall apply to such application with the exception that this type of grant will not be considered for continuation funding after the third year. The percentage which can be in-kind will be determined based upon the specific circumstances of the community's need and application for funds.

Regular Project Applications

Councils on alcoholism qualify in the same manner as any other agency to make applications to the Commission to initiate programs which lie outside their normal operational functions.

A-95 Review at the South Plains Association of Governments

The A-95 Review and Comment process has evolved into an effective and practical system at SPAG since its designation as the regional clearinghouse for the 15-county South Plains Region in 1967. SPAG reviews proposed projects and grant applications in several functional areas including:

1. Alcohol and Drug Abuse
2. Law Enforcement
3. Aging
4. Manpower
5. Community Development (including houseing, land use, and natural resources).

A. Notification

The A-95 Review and Comment process at SPAG is initiated by the notification of intent from the applicant. This occurs approximately 30 days before the application is actually transmitted to SPAG. The purpose of such early notification is to identify potential issues or problems so that the applicant will be saved the trouble and expense of completing an application for a project having serious problems. Early identification of problems with an application will allow the applicant to iron out the difficulites and enhance the chance for regional and State clearinghouse approval.

B. Application Identification

After the application notification reaches SPAG it is assigned a Government Application (GA) number and a State Application Identifier (SAI) number. At this time the responsible staff member prepares and sends letters of inquiry, concerning the possibility of duplication of funds or services, to agencies that may be affected by the proposed project.

C. Documentation

When the application documentation (all necessary forms) is received at SPAG, all comments resulting from the letters of inquiry are placed in a file for the application. At this point a SPAG advosory committee review date is set for the project. The applicant and funding agency are notified of the date, and also of the application GA and SAI numbers. This step occurs approximately 14 to 21 days before the actual date of reivew.

D. Review and Comment

On the assigned review date, the advisory committee convenes to consider applications and determine whether to recommend a favorable comment, an unfavorable comment, or to table the application. Comments or recommendations may include, but need not be limited to, information about the following:

1. The extent to which the project is consistent with comprehensive planning for the State, area or locality;
2. The extent to which the project duplicates, runs counter to, or needs to be coordinated with other projects or activities in the area or to the extent to which the project might be revised to increase its effectiveness or efficiency.
3. The extent to which the project contributes to the achievement of State, areawide, or local objectives and priorities including:
   (a) Appropriate land uses for housing, commercial, industrial, governmental, institutional and other purposes;
   (b) wise development and conservation of natural resources, including land, water, mineral, wildlife, and others;

(c) Balanced transportation systems, including highway, air, water, pedestrian, mass transit, and other modes for the movement of people and goods;

(d) adequate outdoor recreation and open space;

(e) protection of areas of unique natural beauty, historical and scientific interest;

(f) properly planned community facilities, including utilities for the supply of power, water and communications, for the safe disposal of wastes and for other purposes; and

(g) concern for high standards of design.

4. The extent to which the project significantly affects the environment including consideration of:

(a) the environmental impact of the proposed project;

(b) any adverse environmental effects, which cannot be avoided, should the proposed project be approved and implemented;

(c) alternatives to the proposed project

(d) the relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productiveity; and

(e) any irreversibly and irretrievable commitments of resources which would be involved in the proposed project or action, should it be approved and implemented.

5. The extent to which the project contributes to more balance patterns of settlement and delivery of service to all sectors of the area population, including minority groups;

6. The interest of the general local government to apply for assistance for which assistance is being sought by a special-purpose government.

The committee decision is taken to the SPAG Board of Directors for final recommendations and official comment. The applicant and funding agency are notified of the SPAG Board decision. It should be noted, once again, that a favorable comment on an application by the SPAG Board does not assure project funding nor does an unfavorable comment by the SPAG Board dictate project disapproval.

Idealistically, it takes approximately 30 days for an application to pass through the SPAG Review and Comment process once the application documentation has been received. Realistically, approximately 45 days are needed to complete the Review and Comment process.

Substance Abuse Programs Covered Under A-95

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Catalogue #	Title of Program
13.210	Comprehensive Public Health Services-Formula Grants
13.220	Medical Facilities Construction-Formula Grants
13.224	Community Health Centers
13.235	Drug Abuse Community Service Programs
13.252	Alcoholism Treatment and Rehabilitation/Occupations Alcoholism Services Programs
13.253	Medical Facilities Construction-Loans and Loan Guarantees
13.254	Drug Abuse Demonstration Programs
13.275	Drug Abuse Education Programs
13.290	Special Alcoholism Projects to Implement the Uniform Act
13.293	State Health Planning and Development Agencies
13.294	Health Planning-Health Agencies
13.295	Community Mental Health Centers-Comprehensive Services Support
13.400	Adult Education-Grants to States
13.557	University Community Service-Special Projects
13.628	Child Abuse and Neglect Prevention and Treatment
13.898	Alcoholism Demonstration
13.899	Alcohol Abuse and Alcoholism Prevention Demonstration

SECTION VII

REGIONAL INSTITUTE GUIDELINES

TEXAS COMMISSION ON ALCOHOLISM

REGIONAL ALCOHOL STUDIES INSTITUTE GUIDELINES - 9/1/79

Below is a "how to" guide on planning and implementing a regional alcohol studies institute. Included is a recommended list of subcommittees to help with the institute planning and execution, financial resources and evaluation strategies.

To Begin With - Why Regional Institutes?

The need for community awareness of the nature and extent of alcoholism and alcohol abuse, and the need for training opportunities for poeple who are in a position to deliver prevention, intervention and treatment services is expressed in every regional plan. A regional institute offers the opportunity for many community agencies and individuals to work together in developing one aspect of alcohol education in your region. An institute is comprised of several workshops which have specific objectives, such as: (1) introducing to the general public the concept that alcohol is a drug and its effects on the body. or (2) providing prevention skills to teachers and others who work with youth such as PTAs, and YMCA staff and others. Local media coverage is a very important aspect of a regional institute. Via television, radio and press interviews, a large segment of the region's population can learn of the region's needs in addressing alcoholism or alcohol addiction and abuse.

The institute can either be a program of at least six hours duration in a central location in the region, or a series of programs each at least three hours long and each held in a different county in the region. At least 50% of the program must focus on issues in the prevention, intervention or treatment of alcohol abuse and alcoholism.

PLANNING A REGIONAL INSTITUTE

Operational Responsibility - The Regional Alcoholism Authority is responible for planning, implementing and evaluating the insitute. Many individuals and agencies should be involved in its planning and execution but the responsibility for an institute cannot be delegated to another agency.

ORGANIZING THE PLANNING COMMITTEE - Ordinarily, the planning committee should include some members of the RAAC, but should not be limited to RAAC members and the RASD. In order to better determine membership, the initial planning group should agree on who will be the primary target group(s) of the institute. Possible groups include clergy, nurses, educators, probation department staff, alcoholism service providers, the general public and others. After this is determined, key persons from those target groups should be invited to join the planning committee. The entire group should then slect a theme or major objective of the insitute relating some aspect of the regional plan to those target groups.

For example, a region may have placed a high priority on initiating a family therapy program for alcoholics and their family members. The potential target groups relating to this intent would include alcoholism treatment service providers, family service agencies, parent organizations, Alanon members, school counselors, clergy and others. The theme of the institute would focus on the family.

SELECTION OF THE INSTITUTE DATE(S) AND LOCATION - The representatives of the target groups would advise on the most appropriate dates to reach their constituents. The planning committee should keep in mind any major conflicts with other key events. The TCA annual institute in Austin is scheduled for the end of July or beginning of August each year. Other statewide potential conflicts include the annual ACT forum and RASD trianing sessions. There may be several

othersignificant events in your region you will need to consider.

Most institutes are held on a college or university capus. Some are held at hotels, which often provide free meeting room space if a certain minimum number of participants register at the hotel.

SPONSORS AND CO-SPONSORS - A sponsor is an organization or individual who donates cash to the regional institute. The only exceptions are the Regional Alcoholism Authority and the Texas Commission on Alcoholism. Both must be listed as sponsors; however, they may or may not give cash support to the institute. In this instance, cash means funds donated. It does not include salaries of RAA staff or indirect costs to the Regional Authority or other sponsors.

A co-sponsor is an organization or individual who donates services or other in-kind contributions such as a speaker who agrees to provide his services at no cost or a college which donates meeting room space. Both sponsors and co-sponsors should be acknowledged on the institute program.

SPECIAL SUB-COMMITTEES OF THE PLANNING COMMITTEE AND THEIR FUNCTIONS PROGRAM SUB-COMMITTEE - Once the entire committee selects the theme, date and groups they wish to attract to the institute, the program subcommittee should begin developing the agenda. It is important to have some members of the target group on this subcommittee, or provide another mechanism through which they have input. The subcommittee should consider local resources first. Staff of alcoholism services programs and other helping agencies as well as faculty of local colleges and universities are potential institute facilty. Too often these resources are overlooked in planning workshops.

You may wish to have a keynote speaker kick off your institute. If so, the speaker should:

1. Relate to the theme of the institute.

2. Be somewhat charismatic and an accomplished presentor.
3. Be of high level expertise or reputation to draw local media coverage.

Many persons of this caliber charge a significant fee. If they are from out of state, the travel costs will be at least $300 to $400. Honoraria range from free to over $2,000.

There are several things to keep in mind when developing an agenda.

1. Do not keep an audience sitting in a chair for eight hours listening to a series of lectures. "The head can absorb only what the behind can stand."
2. If your objective is to teach new concepts or knowledge, this can be met through lectures, audio-visual presentations, or handouts.
3. If your objective is to provide an opportunity to develop new skills or sharpen existing ones, then the participants need time during the workshop to practice these and receive feedback. These experiential workshops should be at least a half day in length and limited to about 30 participants, depending on the desire of the faculty member.
4. Allow sufficient time for coffee breaks and meals. Participants learn quite a bit from each other during these times.
5. The workshops should match the participants' level of knowledge and skills. You may wish to offer both basic and advanced workshops on the same skill areas.
6. If you have the keynote speaker conduct a workshop in addition to his/her keynote address, he/she will most likely draw participants away from other institute workshops scheduled for the same time.
7. If one of your target groups is a professional group, you may wish to contact their association for guidelines on what types of training

qualify for continuing education credit. In the case of a nurse, for example, the Texas Nursing Association will award CERP credits to nurses attending the institute if a certain number of RNs are on the agenda and several other criteria are met. The Texas Association of Alcoholism Counselors and other organizations also award credits for attendance at certain programs. Your institute can be accredited by applying to these assocations using their application procedures.

Another source of continuing education units is the continuing education division of a university or college. CEUs and other types of credits will add to the attractiveness of your institue to participants.

8. After the faculty are selected, they should be contracted regarding any needs for their workshop such as audio-visual equipment or special room arragements. This information should be given to the facility sub-committee.

9. Finalize the agenda at least 45 days ahead of the institute so that it can be prepared to be sent to the printer and be returned at least a week before the institute. This will allow time for any corrections, if needed. The publicity sub-committee can help with the design and arrange for the printing of the brochure. The program sub-committee is also responsible for designing the evaluation form.

   The agenda and evaluation forms should be seen by the entire planning committee before they are sent to the printer.

During the institute, the program sub-committee members should be available to greet faculty members, pick them up at the airport and generally assist them, if needed.

PUBLICITY SUB-COMMITTEE - Will develop and implement a publicity campaign for the institute, including coverage by local television and radio stations and the press. A second major function of this sub-committee is the development and distribution of a flyer advertising the institute. The flyer should be mailed out about 45 days in advance of the institute. If the flyer is to include a tentative agenda, this sub-committee should coordinate with the program sub-committee. The Regional Authority, local college or other community agency may have a graphics artist who would be willing to donate their services in designing and layout of the brochure or flyer.

The publicity sub-committee should set up interviews with the local public media. If someone on the planning committee or in the Regional Authority or council on alcoholism has established a relationship with the media, they can open doors for you. Interviews can be arranged using institute faculty, planning committee members and others as resource persons.

Active endorsement by leaders of the target groups, announcements in agency or association periodicals and personal visits to community groups are effective recruitment methods. Personal visits, particularly in rural area deserve special attention.

"Publicizing Your Regional Institute", "Newsense" and "Radio Recall Guide" offers additional suggestions on this topic and can be obtained from the TCA area education consultant.

If certificates of attendance are to be given to the institute participants, the publicity committee should design these and arrange for printing.

FINANCE, FACILITY AND REGISTRATION SUB-COMMITTEE: This may be one or more sub-committees depending on the scope of your institute. If it will be several days in length with over 15 workshops, you may wish to separate these functions and assign them to two different groups.

FINANCE FUNCTIONS - A tentative budget should be developed after the theme and date have been selected. Common major categories of expenditures include honoraria, travel and per diem for institute faculty; printing and postage to support the publicity sub-committee's functions; literature; rental of the meeting rooms and, if needed, audio visual equipment; refreshments; and other supplies. The sub-committee members should then identify all potential sponsors and co-sponsors and approach them for cash or in-kind donations. A minimum of four dollars registration fee is required for regional institutes (not including refreshments or meal charges). If any exception is absolutely necessary, you should discuss this with the TCA Area Coordinator. H/She has the authority to make a decision on this issue.

A list of potential sponsors is given below: (Most of the state agencies have local offices or units).

Governor's Office on Aging

TDMHMR Centers

Texas Rehabilitation Commission

Texas Department of Human Resources

Texas Department of Health

TDCA Drug Abuse Prevention Division

Texas Commission for the Blind

Texas Adult Probation Commission

Education Service Centers

Local Business and Industry

Community Service Organizations

Alcohol Beverage Industry

The Texas Commission on Alcoholism does not have adequate funds to significantly contribute to 24 regional institutes, and will not guarantee funds to any region

prior to the implementation of the institute. It is TCA's intent to help those regions that really need financial assistance and eventually wean all reations away from TCA financial support for institutes. If you believe that TCA Area Coordinator and provide him or her with a tentative budget at least 60 days before the institute. A final budget should be sent to the Area Coordinator no later than 60 days after the institute has been completed. The Area Coordinator will then determine (1) whether or not TCA should provide financial support, and (2) if so, what amount. TCA's financial contribution can only be applied to consultant fees and/or printing and mailing costs.

All regions should contact the area office education consultant at least 90 days before the institute and notify him/her about the date, place, registration fee and status of the institute planning. TCA in-kind contributions to regional institutes include TCA staff as faculty, if available, and technical assistance on the planning of the institute via the area office education consultant. This sub-committee should coordinate closely with the fiscal officer of the RAA to arrange for a separate institute account and handling of income and payment of bills.

FACILITY-RELATED DUTIES - An appropriate facility with sufficient meeting rooms and adequate parking space should be located in the first two to four weeks of planning. After the faculty have listed their audio-visual equipment and workshop room arrangement needs, these should be addressed. Audio-visual equipment may be borrowed or rented. All equipment should be checked to insure that it works properly, both before and on the day of the workshop. Faculty should either be acquainted with how the model of the project of or other equipment operates or you should provide that assistance.

Arrangements for the coffee break refreshments are also the responsibility of this sub-committee. Refreshments are often donated by private alcoholism

treatment programs, or soft drink or other food distributors, or a charge can be added to the registration fee for this expense.

REGISTRATION DUTIES - The sub-committee needs to decide what the registration fee should be, whether or not scholarships will be awarded, and criteria for these, and how the registration process will work. Remember that the registration fee must be at least $4.00.

Issues involved in determining the registration process include:

1. Whether or not to pre-register participants. If it is your objective to get as many persons as possible to pre-register so that you can better project attendance, one effective mechanism is to increase the fee charged at the institute itself and lower the pre-registration fee to provide incentive. A pre-registration cut-off date would than need to be established.
2. Whether to have one overall registration fee or to have this plus an option of separate daily registration fee for those participants who only wish to attend part of the institute.
3. Whether or not to give refunds if pre-registrations. This issue should be for some reason.
4. Who will receive and record the registrations. This issue should be coordinated with the RAAs fiscal officer or accounting section.

After the process has been decided on, it will be necessary to coordinate with the publicity sub-committee to design and arrange for sufficient printing of registration materials. You will also need to work togehter to develop a mailing list for those naterials.

Other responsibilities include arrangements for the staffing of the registration desk during the institute and the distribution of and collection of evaluation forms. All the sub-committees have quite a bit of responsibility

in this suggested organization of the planning committee. Other variations of the organization will work but the tasks will normally remain the same. You might want to place these in a check-list form with a deadline by each task and a list of persons responsible for carring it out.

THE FINAL TASK OF THE ENTIRE PLANNING COMMITTEE IS EVALUATION - Institute evaluation should include a de-briefing of the entire planning committee and all who staffed the institute. Review procedures used and record suggested new Ideas or changes for next year's institute. An analysis of registration records will reveal:

1. Who attended? Were the intended target groups well represented among the participants? If not, can you determine the reasons?
2. Where did the participants come from? Was the entire region well represented?

A review of the participants' evaluation forms will give you feedback on their reactions to the entire institute and specific workshops. If you use a form asking for a narrative response, you will get much more information than from a numerical or ranking approach to evaluation.

SOME HALLMARKS OF SUCCESSFUL REGIONAL INSTITUTES

1. Spin-off effects are noticed; such as, a greater demand for training or other services from groups who had not expressed an interest before; or alcoholism programs which add or change an aspect of their service after getting the idea from some part of the institute.
2. At least 100 persons attended, not counting faculty and your staff and planning committee. This applies to rural as well as urban regions.
3. Participants looked animated and comfortable, and volunteered favorable feedback to staff and committee members during the institute.
4. The institute develops a reputation of quality and attendance always

increases in succeeding years.

5. Most newspapers, radio and TV stations covered the institute or some aspect of alcohol use, abuse or addiction as a result of your efforts.

The TCA area education consultant has sample institute program, evaluation forms, and flyers.

SECTION VIII

ALCOHOL ABUSE SERVICES

INFORMATION AND REFERRAL SERVICES - These agencies provide public information about alcohol/drug abuse problems and the services that are locally available. These agencies charge no fees.

Contact-Lubbock
(806) 765-8393
Only provides telephone hot-line information, counseling, and referral.

Lubbock Council on Alcoholism
1210 Texas Ave. #204
Lubbock, Texas 79401
(806) 763-4313
Director - Mr. Wright Carlisle
Provides information and referral plus counseling (evaluation) and education.

Phi Alpha Delta Law Fraternity
Texas Tech University School of Law
Lubbock, Texas 79409
(806) 742-3794
Provides speakers for group presentations regarding drug-related laws.

Tel-Med Lubbock
(806) 797-4242
Only provides tape-recorded information to telephone callers.

West Texas Council on Drug and Alcohol
Main and Ave. K
Post, Texas
(806) 495-2791
Director - Father Malcolm L. Neyland
Provides Education, Counseling and Referrals

ASK - Alcoholism Service Knocks for Women
3802 69th Street
Lubbock, Texas
(806) 763-8763
Directors - Ms. Gerri Sears and Glenda Drew
Provides counseling and a 24-hour answering/referral system.

Alcohol Information, Education and Referral
Hale County Council
P.O. Box 1598
Plainview, Texas 79072
(806) 293-2071
President - Carl Brust; Secretary - Robbie Crawford
Provides referrals and education programs and alcoholism/alcohol abuse information.

South Plains Alcoholism Regional Council (SPARC)
918 Ave. J
Lubbock, Texas
(806) 763-0462
Director - Opal Lane
Provides alcoholism and drug services.

DETOXIFICATION AND WITHDRAWAL SERVICES - These agencies provide the first step in treatment and rehabilitation of an alcohol/drug addict, overcoming the physical dependence. They require an inpatient stay and provide admission on a 24-hour basis. Length of stay and fees vary. Signed parental consent may be required for admission of minors (age 17 and younger).

Alcoholism Treatment Program
Texas Tech University Health Sciences Center
Department of Psychiatry
St. Mary of the Plains Hospital
Lubbock, Texas 79430
(806) 743-2804
Director - Dr. Rudy Arredondo
Provides Inpatient Treatment and Outpatient follow-up.

Alcohol Recovery Center
404 Ennis
Plainview, Texas 79072
(806) 296-2726 or 293-3651
Director - Mr. Richard Stafford Ph. D.
Serves residents of Bailey, Lamb, Hale, Floyd and Motley Counties.

Plains Detox Center 2507
2507 Amherst
Lubbock, Texas 79415
(806) 747-2234
Director - Randy A. Leake
Provides Alcohol Detoxification, counseling and therapy.

Inpatient Care
2601 Dimmitt Rd.
Plainview, Texas 79072
(806) 296-2726
Director - Dr. Mary Bubbis
Provides Inpatient-psychiatric, and alcohol detox.

Air Force Social Actions Program
Social Actions Office
Reese Air Force Base 79489
(806) 885-3640
Social Actions Officer - Sgt. Ken Tyler
Only serves active-duty and retired military personnel and their dependents.

SUPERVISED LIVING SERVICES - These agencies provide a sheltered living environment with counseling and other assistance to ehlp patients regain normal personal and social functioning. Patients must be detoxified prior to admission. Length of stay and fees vary. None of these agencies are licensed by the Texas Department of Human Resources to serve minors (age 17 and younger).

Alcoholic Recovery Center
608 17th Street
Lubbock, Texas 79401
(806) 762-5626
Director - Mrs. Dot Patterson
Provides a home for sober drunks, alcohol anonymous - only treatment.

Berean Halfway House
6420 Caprock Drive
Lubbock, Texas 79412
(806) 745-7427
Director - Mrs. Annette Pinkerton

Walker Houses, Inc.
1614 Ave. K
Lubbock, Texas 79408
(806) 763-7633
Director - J.C. Ballard
Provides room and board, supervised living, work orientation and personal and social adjustment.

The Salvation Army
1120 17th Street
Lubbock, Texas 79401
(806) 765-9434
Director - Cpt. Philip Murphy

Transitions I
1210 Ave. R.
Lubbock, Texas 79401
(806) 763-4956
Contact - Steve Chamberlin
Primarily serves Mental Health clients.

Transitions II
1811 Broadway
Lubbock, Texas
(806) 763-4555
Contact - Wilma Forrester
Primarily serves Parolees.

Transitions III (formally Midway House)
1810 13th Street
Lubbock, Texas
(806) 765-9282
Contact - Johnny Sousley
Primarily serves alcoholic clients.

Transitions IV
1812 13th Street
Lubbock, Texas
(806) 763-1442
Contact - Cynthia Taylor
Day Care Club for all disabilities.

OUTPATIENT THERAPY, COUNSELING, AND SUPPORT SERVICES - These agencies provide various levels of diagnostic testing, chemotherapy, psychiatric and psychological therapy, and counseling (individual, group, and family) on an outpatient basis. Unless otherwise noted, fees are charged on a sliding-scale based on income.

Air Force Social Actions Program (see previous listing)
No fees.

Alcoholism Treatment Program (see previous listing)

Central Plains MHMR Center Outpatient/Administration
2700 Yonkers
Plainview, Texas 79072
(806) 296-2726
Director - Mr. Jim Duty
Provides outpatient counseling MH-Alcohol and administration

Alcoholism Services
Lubbock Regional MHMR Center
1210 Texas Ave.
Lubbock, Texas 79401
(806) 763-4213 Ext. 44
Director - Norma Brown
Provides outpatient counseling, aftercare, and an alcohol offender program. This agency also provides an outpatient Methadone maintenance service for narcotic addicts who must reside within daily commuting distance of the Center.

Terry County Mental Health Clinic
Alcoholism Services
919 East Main
Brownfield, Texas
(806) 637-4439
Alcohol Abuse Counselor - Mr. Ron Stubblefield
Providing all type services in alcoholism. Individual counseling-group-family-offender schools etc.

Veterans Administration Outpatient Clinic
Eighth Floor - Federal Building
1205 Texas Ave.
Lubbock, Texas 79401
(806) 762-7219
Mental Hygiene Clinic
Room 201 - Federal Building
(806) 762-794
Only serves military veterans. No fees.
No fees.

EXTENDED INPATIENT TREATMENT SERVICES - Two state hospitals provide long-term inpatient psychiatric and psychological services for residents of the region. The services are free. For voluntary committment procedures, contact the indicated MHMR Center. For involuntary committment requirements and procedures, contact the County Judge in the addict's count of residence. The Veterans Administration Outpatient Clinic (see previous Listing) provides screening and referral to VA hospitals and facilities.

Big Spring State Hospital
P.O. Box 231
Big Spring, Texas 79720
(806) 267-8216
Serves Cochran, Crosby, Garza, Hockley, Lubbock, Lynn, Terry, and Yoakum Counties. Contact Lubbock Regional MHMR Center.