

**City of Plano Staff Review Checklist
2010 Consolidated Grant Application**

Agency: Launch Ability (previously Special Care & Career Services)

Program: Supported Employment/Continued Support

Application Type: Program Service Permanent Housing Site/Equipment

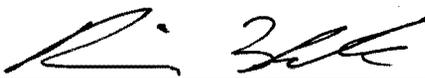
- One Copy of Grant Cover Sheet, Application, CD, and Attachments
 - Original signatures on cover sheet
 - Unbound, no staples, loose leaf format
 - Printed on one side of white 8½" x 11" paper,
 - With page numbers
 - All pages included
 - No blank answers

Attachments

- 1 - Detailed Annual Organization Budget for Current Fiscal Year
- 2a - List of Organization's Officers/Board Members
- 2b - Board Annual Meeting Schedule
- 3 - Resume of Director
- 4 - Copy of Organization's latest tax return accepted by IRS
- 5 - Copy of Organization's Certificate of Good Standing from State Comptroller's Office
- 6 - Copy of Organization's most recent audit of Financial Records
- 7 - Organization's Audit Information Certification Form
- Program Service 8 - Detailed Annual Program Budget
- ~~NA~~ Site /Equipment 8 - 2 or 3 bids

Organization Eligibility

- Must use proposed funds for Plano residents
- Non-profit or public agency
- In compliance with any previous City of Plano contracts
- Operation for a minimum of three years

Completed by: 
Staff

3-19-10
Date & Time

**Budgeted Income Statement
September 2009 - August 2010
All Agency**

REVENUE:	FY 2010 Budget
Individuals	\$102,710
Foundations	\$165,500
Corporations	\$7,796
Organizations	\$5,000
Events	\$194,793
Other	\$354
Transfer from Temp. Restricted Funds	\$32,620
Fee & Grants	\$2,786,297
Program Service Fees	\$397,645
Investment Income	\$37,000
United Way	\$146,931
Total Support/Revenue	\$3,876,646
EXPENDITURES:	
Salaries	\$2,507,626
Benefits	\$612,252
Professional Fees	\$262,458
Supplies	\$69,419
Communication	\$127,888
Occupancy	\$83,245
Equipment	\$18,596
Local Transportation	\$138,689
Education\Training	\$36,513
Miscellaneous	\$17,803
Total expenditures	\$3,874,489
Excess Revenue over Expenditures	\$2,157

LaunchAbility 2010 Board of Trustees Contact Sheet

Sara Agritelley - Dallas, TX
Community Volunteer
Caucasian, female

Roy Atwood - Carrollton, TX
Jones Day
Caucasian, Male

Douglas R. Batts - Plano, TX
Focus on the Future Training
Center
African-American, Male

Angel Benschneider - Allen, TX
Caddis Partners
Caucasian, female

Chad Cook - Dallas, TX
TurnPoint Capital Partners
Caucasian, Male

Nancy Davenport - Dallas, TX
Community Volunteer
Caucasian, female

Early Denison, MD - Dallas, TX
Pediatric Associates of Dallas
Caucasian, Male

Holt Foster - Dallas, TX
Thompson & Knight
Caucasian, Caucasian, Male

Greg Freeman - Dallas, TX
Robert Half Management
Resources
Caucasian, Male

Craig Friou - Dallas, TX
PricewaterhouseCoopers LLP
Caucasian, Male

Jay Fox - Dallas, TX
Baylor Health
Caucasian, Male

Craig A Harris - Dallas, TX
Hiersche, Hayward, Drakeley
& Urbach, P.C.
Caucasian, Male

Sharon Herrin - Dallas, TX
Herrin Commercial Real Estate
Caucasian, Female

Laura Hurt - Dallas, TX
Community Volunteer
Caucasian, Female

Kristen Johnston - Dallas, TX
Community Volunteer
Caucasian, Female

George Kelly - Addison, TX
Kelly Orthopaedic Sales L.P.
Caucasian, Male

Patti Kelly - Dallas, TX
Annaton Designs & Marketing
Caucasian, Female

Tiffany Lawson - Dallas, TX
Neiman Marcus
Caucasian, Female

Brad Leffler - Frisco, TX
PricewaterhouseCoopers LLP
Caucasian, Male

John Martin - Dallas, TX
Carrington Coleman Sloman &
Blumenthal
Caucasian, Male

Mark McGovern - Murphy, TX
AMS Pictures
Caucasian, Male

Dennis P. McHale - Allen, TX
Comerica Bank - Texas
Caucasian, Male

Geoff Miller - Plano, TX
Tatum, LLC
Caucasian, Male

Patrick C. O'Shea - Coppell, TX
Grant Thornton LLP
Caucasian, Male

Roy Pendergrass - Dallas, TX
Organization Resources
Counselors, Inc.
Caucasian, Male

Rob Pollock - Dallas, TX
Pollock Investments
Caucasian, Male

Marc Scheinrock - Dallas, TX
Deloitte Consulting
Caucasian, Male

Kip Sowden - Dallas, TX
Realty America Group
Caucasian, Male

**Steve Stodghill - University
Park, TX**
Fish & Richardson
Caucasian, Male

Karen Toombs - Carrollton, TX
Entos Design
Caucasian, Female

Rachel Varughese - Dallas, TX
Fralely & Fraley, L.L.P.
Asian, Female

Karen Wald - Southlake, TX
Alliance Data
Caucasian, Female

Temple Weiss - Lewisville, TX
La Quinta Suites & Inns
Caucasian, Male



2010 BOARD MEETING SCHEDULE REVISED

*Board meetings are on the 4th Tuesday of the month at 8:30 – 9:30 AM
(exception: November 2010 meeting is on Friday, 11/20)

*Executive Committee meetings are on the 4th Tuesday of the month at 8:30 – 9:30 AM
(All Board members are invited to Executive Committee meetings)

All meetings are held at LaunchAbility, 4350 Sigma Rd., Ste. 100, Dallas 75244

Board materials are sent by e-mail the week before each meeting.
RSVP to Rita at ritar@LaunchAbility.org or voicemail 972.991-6777 ext. 111

Finance Committee:
3rd Friday Morning
Preceding each Board and
Executive Committee Meeting:
8:15 AM
At the LaunchAbility Offices

January 21, 2010

February 18, 2010

March 11, 2010
(change due to Spring Break)

April 16, 2010

May 21, 2010

June 18, 2010

July 16, 2010

August 20, 2010

September 17, 2010

October 15, 2010

November 18, 2010

December 17, 2010

BOARD ORIENTATION: January 12 at 8:30 AM

BOARD MEETING: January 26 at 8:30 AM

Executive Committee Meeting: February 23 at 8:30 AM

A SPECIAL EVENING: March 8, 2010

BOARD MEETING: March 23 at 8:30 AM

Executive Committee Meeting: April 27 at 8:30 AM

BOARD MEETING: May 25 at 8:30 AM

Executive Committee Meeting: June 22 at 8:30 AM

ANNUAL BOARD MEETING: July 27 at 8:30 AM

(note: fiscal year ends 8/31)

Executive Committee Meeting: August 24 at 8:30 AM

BOARD MEETING: September 28 at 8:30 AM

Executive Committee Meeting: October 26 at 8:30 AM

BOARD MEETING: FRIDAY, November 19 at 8:30 AM

Holiday Board/Staff Breakfast: December 7 at 8:30 AM

Your attendance and punctuality is important!

Catharine R. Packard

4221 Purdue Avenue
Dallas, TX 75225

214-695-5973
cathyp@LaunchAbility.org

OBJECTIVE: An opportunity to help an organization or company realize its goals and increase revenue using my proven skills in generating new business, developing profitable partner relationships, developing strategic new programs, and building teams that exceed expectations. My expertise is in marketing and community relationship management, training, program development, team building and business development.

EXPERIENCE:

1/2006 – present **LaunchAbility** **Chief Executive Officer**
Hired to increase the agency's capacity to serve people with disabilities, improve morale and increase community awareness and revenue. Since 2006, the agency has had three record breaking years of growth in numbers of clients served for both programs and overall more than 33% increase in clients served. Budget has increased 28%.

- Efficiencies were realized in Supported Employment by launching the Continuing Support Advocates. 13 trained volunteers make monthly site checkup visits to our employed clients. Established job coach bank of trained contractors to allow us to place more clients in jobs without waiting for staff persons to complete training projects
- Tapped by TX DARS to design and staff a Work Readiness Program that includes an occupational therapy approach to conditioning at Walgreens Distribution Center. More than 50 students with disabilities have gone through this program to date.
- Launched CARE Auxiliary which now has 55 members.
- Launched second major fundraiser, Expanding Worlds Luncheon, which features a discussion panel of local leaders. 2008 event with Ruth Altshuler, Ebby Halliday and Caroline Rose Hunt raised \$60K.

3/2004 – 12/2005 **Center for Nonprofit Management** **Director, Technology Services**
Hired to revitalize a nonperforming program created to provide technology support to nonprofit agencies. In FY 2005, the program showed a net change in assets of +25% over budget, number of agencies served up 28% and number of individuals served up 35%. Budget for FY 2006 ended 5% ahead of projections. Staff has grown from one fulltime to two and a half fulltime and eight contractors.

- In first three months, produced the first regional conference on technology for nonprofits at The Infomart. Attendance topped 200 people, 40 speakers, 17 sessions, 18 exhibitors, recruited IBM, Microsoft, Citibank, FedEx Kinko's, and TI as sponsors. Raised over \$8000. In 2005, raised over \$15,000.
- Saved agency over \$6000/year by changing Help Desk vendors and negotiating a more complete program at lower cost to agencies.
- Launched and funded an online donation management system for hardware in a collaborative partnership with Aidmatrix and corporate partner DFW Technology. Received \$80,000 funding from Hoblitzelle, Hillcrest and RGK Foundations.

August – December 2003 **Kintera, Inc.** **Enterprise Accounts**
Selling an internet-based enterprise system to nonprofits to manage their operations including interactive website with simplified content management, marketing applications, donor and/or volunteer acquisition and management, fundraising events management, seminar promotion and registration, major gift campaign management, and advocacy. The sales cycle includes the ability to manage both Board and

staff requirements as well as significant consulting on database integration, integrated marketing programs and technologies, acquisition strategies, and online media services.

- Developed opportunities at the National level with Ronald McDonald House, Junior League and United Cerebral Palsy.
- Sold first hospital account in Central States and a leader in developing this vertical.

2001-2003 Center for Computer Assistance to the Disabled (C-CAD) Board President

As president, inherited a nearly bankrupt agency with serious fund mismanagement issues. Restored relationships with all funders and lead this agency through a successful asset acquisition by UCP Dallas. All staff were kept in the new organization.

- Launched new seminar, High Time for High Tech, sponsored by Microsoft (\$15,000)
- Paid back all creditors with money from acquisition and returned \$3000 to UCP Dallas
- Won the first state grant in the agency's history (\$150,000) in partnership with UTA.

2002-2003 Bluestreak, Inc. Director, Strategic National Accounts

Selling comprehensive online and integrated marketing technologies, services, acquisition strategies, and media to direct accounts and agencies.

- Grew existing accounts over 100% including Sabre, Blair, Tuesday Morning, Citifinancial.
- Leader in new business both agency (Richards Group, Range Online Media, Hybrid) and direct (The Scooter Store, Wyndham Hotels, The Territory Ahead, Alcon Labs, SMU, Fortis Inc.)
- First to sell new product offerings (Marketing Programs, list rentals, custom marketing applications)

1998-2002 e2 Communications, Inc. Director, National Accounts

On the start up team as Director of Marketing selling an automated marketing software solution. Responsible for developing initial marketing programs, closed first sale, developed internal and external sales strategies and headed up channel program as the company morphed from an enterprise software company to a hosted email marketing service. Leading sales rep for three years and developed the catalog/retail and financial services verticals for the company. Clients included JCPenney, Aegon Insurance, Software Spectrum, Central Market, The Associates, Citibank, Jack Henry & Associates, Groceryworks.com, Jobs.com, Anheuser Busch, Eckerd.

- Salesperson of the Year 1999, 2000, 2001.
- Responsible for over 20% of company revenue.
- Consultative sales effort helped a major national retailer grow a customer database from 75K to over 12 million names in 24 months
- Gold Award, Direct Marketing Association, for direct mail/online campaign

1996-1998 The Thomas Group, Inc. Director Marketing

After Thomas Group acquired Bermac, promoted to Director of Marketing for the new Technology Division. Developed marketing and sales programs for enterprise solutions including interactive training, knowledge management, sales automation and supply chain.

- Developed partnership with Mike Bosworth, founder of Solution Selling™ and Phillip Thomas to provide sales consulting to TGI clients and to endorse our opportunity management system.
- Sold first new business for the technology division in 18 months.
- Led partnership with Acer Computers to provide hardware/software/web-based learning tools to educators.

1994-1996 **Bermac, Inc.** **Director, Media Publishing Group**
Hired to develop an interactive, multimedia publishing team to provide a new revenue source to an interactive training and information management company. Primary projects were interactive training, presentation and knowledge management tools. Clients included HP, Sabre, American Airlines, GTE (now Verizon).

- Billings for the first year topped \$1 million and accounted for 45% of company's total billings
- Managed the most profitable accounts and increased billings on accounts over 35% per year
- Developed and directed the team that produced the first travel program that allowed online booking.

1992-1994 **Adler Communications** **Partner**
Developed and managed advertising and public relations programs for emerging technology companies including Bermac, CompuTrac, DSC, SRX, Southwest Medical, Spectravision and Current Technologies. Grew the business over 200%.

1985-1992 **Vroom Inc.** **Consultant/Production Manager**
Consulted on and produced direct mail catalogs: revamping production team and processes, catalog design, list strategies and merchandise mix including new products development. Clients included American Eagle Outfitters, The Art Institute of Chicago, American Way Magazine and Anheuser-Busch.

- After desktop-producing the first multi-page/four color catalog, consulted with major catalogers (Horchow Collection, Williams-Sonoma) on converting from traditional production to desktop publishing systems
- Catalogs averaged 130% in increased sales and as high as 300% increase in response rates
- Landed the largest account with billings topping \$12 million over two years
- Echo Awards for The Art Institute of Chicago and The Rhodes Collection
- American Catalog Award for American Eagle Outfitters

TRAINING AND EDUCATION

Solution Selling™ - Coach
Sweet Briar College, BA, Procter & Gamble Scholar, Phi Beta Kappa, Junior Year in France

ACTIVITIES

Alliance of Agency Executives Serving People with Disabilities, President, 2006 – present
Supported Employment Coalition, Founder, 2006 - present
United Cerebral Palsy Dallas, Vice Chair Fund Development, Board of Directors, 2003 – present
Center for Computer Assistance to the Disabled, President, Board of Directors, 2001- 2003
Women in Direct Marketing Southwest, President, 1994 - 96
Dallas Welcomes the World, Fundraising Chair, 1994
Junior League of Dallas

References available on request

**CITY OF PLANO
2008 BUFFINGTON COMMUNITY SERVICES GRANT
QUARTERLY REPORT**

October 1, 2008 - September 30, 2009

Section 1: Basic Grant Information

AGENCY NAME Special Care & Career Services
Grant Amount \$ 9,480
Allowable expenses: Salary/Benefits; Operating Cost; Administrative Expenses
Reporting on: People Families

Section 2: Table of Total Expenditures and Demographics

	Grant Funds Spent	Total Assisted	Race				Ethnicity H
			AA	W	A	O	
1st Quarter Totals	\$2,416.47	8		8			2
2nd Quarter Totals	\$2,323.53	1		1			
3rd Quarter Totals	\$2,416.47	0					
4th Quarter Totals	\$2,323.53	0					
Annual Totals	\$9,480.00	9		9			2

Section 3: Specific Grant Expenditures

1st Quarter

October 1 thru December 31, 2008: **Due by January 31, 2009**

Salary/Benefits: \$1,151.45
Operating Cost: \$931.55
Administrative Expenses: \$333.47

2nd Quarter

January 1 thru March 31, 2009 : **Due by April 30, 2009**

Salary/Benefits: \$1,107.16
Operating Cost: \$895.72
Administrative Expenses: \$320.65

*2nd quarter – Total clients assisted equals 8 with 1 being a new client.

3rd Quarter

April 1 thru June 30, 2009 : **Due by July 31, 2009**

Salary/Benefits: \$1,151.45
Operating Cost: \$931.55
Administrative Expenses: \$333.47

*3rd quarter – A total of 8 clients were assisted during this quarter however none of these clients were new, unduplicated clients.

4th Quarter

July 1 thru September 30, 2009 : **Due by October 31, 2009**

Salary/Benefits: \$1,107.16
Operating Cost: \$895.72
Administrative Expenses: \$320.65

*4th quarter – A total of 8 clients were assisted during this quarter however none of these clients were new, unduplicated clients.

Section 4: Certification of Compliance with Grant Conditions

I hereby certify Special Care & Career Services (AGENCY NAME) has complied with all the terms and conditions of the grant agreement and that the public funds received from the City of Plano pursuant to that agreement have been spent for the public purposes for which they were granted.

By: Cathy Packard
Name 1: Cathy Packard
Title: Executive Director
Date:

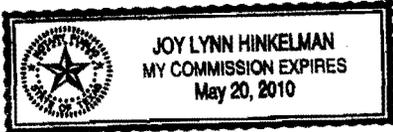
By: Sharon Herrin
Name 2: Sharon Herrin
Title: President
Date:

ACKNOWLEDGMENTS

STATE OF TEXAS §
§
COUNTY OF COLLIN §

This instrument was acknowledged before me on the 23rd day of October, 2009 by Cathy Packard of Special Care & Career Services

(NAME 1, TITLE - EITHER EXECUTIVE DIRECTOR OR BOARD MEMBER) (AGENCY NAME)
a Texas non-profit corporation, on behalf of said corporation.

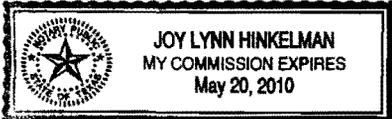


Joy Lynn Hinkelman
Notary Public, State of Texas

STATE OF TEXAS §
§
COUNTY OF COLLIN §

This instrument was acknowledged before me on the 23rd day of October, 2009 by Sharon Herrin of Special Care & Career Services

(NAME 2, TITLE - EITHER EXECUTIVE DIRECTOR OR BOARD MEMBER) (AGENCY NAME)
a Texas non-profit corporation, on behalf of said corporation.



Joy Lynn Hinkelman
Notary Public, State of Texas

Section 5: Accomplishments Narrative