



Council Executive Committee

Location: Conference Call
Date: Tuesday, January 8, 2019
Time: 11:00 A.M. CDT/ 12:00 P.M. EDT

Present: Tecia Puckett-Pryor, Serina Gilbert, Lisa Johnson, Ryan Durham

Absent: Evan Espey

Staff: Wanda Willis, Lynette Porter, Ashley Edwards

1) **Call to Order**

After ascertaining there was a quorum, Tecia Puckett Pryor, Chair, called the meeting to order at 11:00 a.m.

2) **Consent Agenda: Approve today's Executive Committee Agenda and December 2018 Executive Committee Minutes**

No discussion.

Ryan moved for approval; Serina seconded. Unanimous.

3) **State Plan Goal 4**

Wanda Willis reviewed the attached document of the outputs for Goal 4, which supports the council activities, members, and committees in order to effectively implement the Council's mission and state plan priorities. The Committee members had no questions or concerns with the report as presented.

4) **March 1 Council Meeting Agenda**

The committee reviewed the agenda for the next Council meeting. In the business meeting portion of this meeting, we will also have an Audit Committee Report. The staff is beginning to work through potential agenda items for each committee: those chairing committees can expect to hear from staff about these agendas in the upcoming weeks.

We will add a presentation from the Boling Center sharing their longitudinal research study of the Partners in Policy Making to the agenda.

5) **Update on New Staff Member**

Jolene Sharpe will join staff on January 22, 2019. She has an extensive background in communications She will serve as the chief information officer for the agency and will supervise Emma's on-the-ground communication work. Jolene will also serve as staff support



to the Communications Committee for the council.

6) **Budget Process and Updates**

The budget approval process for each of the state agencies is going to be delayed about a month. On or around January 24th the Council will receive questions from the budget sub-committees. We don't anticipate this delay will impact our work and timeline, but it may impact other agencies we work with. Council staff will keep a close eye on this process and alert the Executive Committee if any issues arise.

7) **Audit Committee Next Steps**

Lynette updated the Executive Committee that the Audit Committee reviewed and approved the Risk Assessment Process which included reviewing a series of documents that are submitted to the comptroller. This went to the Comptroller's office in December for approval.

Next, the Audit Committee will work through processes relating to fraud, waste, and abuse. They will be sharing this process with the Council at the March 1, 2019 Council Meeting.

8) **Motion to Adjourn**

At 11:25 a.m. Lisa moved for adjournment. Ryan seconded. Approved.

Next call: Tuesday, February 5, 2019 at 10:30 a.m. Central/11:30 a.m. Eastern.

Prepared by: Ashley Edwards, Executive Assistant

Approved by: Wanda Willis, Executive Director