



Council Executive Committee

Location: Conference Call - WebEx
Date: Tuesday, February 9, 2021
Time: 11:00 a.m. CDT/12:00 p.m. EDT

Present: Tecia Puckett-Pryor, Ryan Durham, Tatum Fowler, Lesley Guilaran

Absent: Lisa Johnson

Staff: Wanda Willis, Ashley Edwards

1) **Call to Order**

After ascertaining there was a quorum, Tecia Puckett-Pryor, Chair, called the meeting to order at **11:05 a.m.**

2) **Consent Agenda: Approve today's Executive Committee Agenda and January 2021 Executive Committee Minutes**

Prior to the meeting, Tatum Fowler submitted a correction for agenda item 4 in the January 2021 minutes. The minutes were revised and sent to committee member prior to this meeting.

Tatum suggested edits to paragraph 3, including a request to add the name of the project proposal to the description in that paragraph.

Tatum Fowler moved for approval with those edits; Ryan Durham seconded. Approved.

3) **Update on Budget Hearings**

Wanda Willis, Executive Director, provided an update on the TN House Finance, Ways, and Means committee on January 26, 2021. The Council presented key activities from the last year, proposed funding, and priorities for the next fiscal year. Additionally, the Council highlighted its collaborative work with other state agencies related to plain language and the state's information and referral system.

4) **Update on Vaccine Work**

Wanda updated the Executive Committee about the work the Council has done to provide information about vaccines to Tennesseans. The Council continues to work collaboratively with other agencies related to vaccine work.

5) **Review New Council Member Orientation – February 12**

Ashley Edwards, Assistant to the Executive Director, reviewed the Orientation agenda with Council members. The meeting will start at 10 a.m. Central / 11 a.m. Eastern and should last no more than 2 hours. The staff have created “modules” of information to make sure new members have everything needed to prepare for their first Council meeting on February 26. One of the modules will be pre-recorded, while the other three we will go through together on



Friday:

- Module 1: The Developmental Disabilities Act (*pre-recorded*)
- Module 2: What is the Council on Developmental Disabilities
- Module 3: Council Funding
- Module 4: Council Member Responsibilities

The executive committee discussed hosting a 30-minute mini-orientation on February 25 beginning at 5 p.m. CST / 6 p.m. EST to review meeting documents with new council members. The executive committee will then host a social hour for new members to meet current council members in a more casual setting before the formal quarterly meeting on February 26.

6) **Review Council Meeting Agenda – February 26, 2021**

Wanda reviewed the agenda for the February 26 council meeting. During the meeting, members will hear meet with their committees to review key activities from the last quarter as well as review the annual risk assessment documents. The audit committee chair will remind members of the fraud, waste and abuse policy that was sent to them this week.

Following committees, council staff will share an overview of the public comments that were shared on the council's posted five-year plan along with suggested edits made as a result of that feedback. The council will need to formally approve those edits during the February meeting.

Finally, council members will learn about bills introduced to the Tennessee General Assembly and their potential impact on disability in a public policy update.

6) **Motion to Adjourn**

At 11:48 a.m. CST / 12:48 p.m. EST Lesley Guilaran moved to adjourn the meeting, Tatum Fowler seconded. Approved.

Next call: March 9, 2021, 11 a.m. CST / 12 p.m. EST

Prepared by: Ashley Edwards, Executive Assistant

Approved by: Wanda Willis, Executive Director