



TN Council on Developmental Disabilities Meeting Minutes

May 4, 2018

Members Present: Amy Allen, Jody Cheek, Roddey Coe, Jennifer Coleman, Ryan Durham, Evan Espey, Serina Gilbert, Lesley Guilaran, Clancey Hopper, Lisa Johnson, Jean-Marie Lawrence, Craig Lemak, William Lovell, Tecia Puckett Pryor, Steve Sheegog, Gina Summer, Martez Williams.

Members Absent: Tatum Fowler, Dawn Fry, Karen West.

Agency Representatives Present: Mandy Johnson (Vocational Rehabilitation), Katie Lee (TennCare), Jeremy Norden-Paul (Dept. of Intellectual and Developmental Disabilities), Alison Gauld (Dept. of Education), Rachel Hauber (Dept. of Health/Maternal Child Health), Elise McMillan (Vanderbilt Kennedy Center), Bruce Keisling (Univ. of TN Health Science Center, Boling Center), Sarah Kassas (Non-governmental agency), Sejal West (Dept. of Mental Health & Substance Abuse Svcs.), Bettie Teasley (TN Housing Development Agency).

Agency Representatives Absent: Jackie Bruce (Commission on Aging and Disability), Rose Naccarato (Commission on Children and Youth), Lisa Primm (Disability Rights TN).

Staff Present: Alicia Cone, JoEllen Fowler, Lauren Pearcy, Lynette Porter, Mildred Sparkman, Wanda Willis.

Staff Absent: Emma Shouse Garton, Ned Andrew Solomon.

Visitors: Lou Conley (Univ. of TN Health Science Center, Boling Center), Stephanie Gibbs (TennCare), Amy Smith.

9:00 A.M.	OPENING AND INTRODUCTIONS
<p>Council Chair, Tecia Puckett Pryor, opened the meeting at 9:00 a.m. She welcomed everyone and introduced Nathan Henry and Patty Holmes, hotel sales staff, who thanked the Council for our business and asked that we let them know if we need anything or have issues. Ms. Puckett Pryor then facilitated introductions.</p> <p>Ms. Wanda Willis, Executive Director, provided an update on new agency designees for the Council, and their back-ups:</p>	

- Dept. of Mental Health & Substance Abuse: Sejal West
- TennCare: Katie Lee
- Dept. of Health, Maternal & Child Health: Rachel Hauber (Back-up for designee Jacqueline Johnson)
- Vocational Rehabilitation: Designee: Mandy Johnson; Back-up: Paula Knisley

Ms. Willis then congratulated Council staff, Alicia Cone, Ph.D., recipient of the 2018 TN Government Leadership Spotlight Award presented to Alicia by her peers on the TN Government Leadership Council.

9:30 A.M.

BUSINESS ITEMS

Ms. Tecia Puckett Pryor called the business meeting to order after ascertaining there was a quorum.

Approval of March 2 Minutes and Agenda Review

The March 2, 2018 Council meeting minutes were emailed to all the Council members prior to the May 4, 2018 Council meeting to give members an opportunity to review before the meeting. Ms. Puckett Pryor called for a motion to accept the minutes as written from the members present at the March meeting. **Mr. Ryan Durham moved to accept the March 2, 2018 minutes as written and Mr. Roddey Coe seconded the motion. There was no discussion and the motion carried unanimously.**

Ms. Puckett Pryor reviewed the agenda for the Council meeting.

Executive Committee Report

Ms. Puckett Pryor reported that the Executive Committee met on Thursday, May 3rd. After careful research, and discussions with the Comptroller's staff, it has been determined that the Council on Developmental Disabilities, as a Council established in State government, is required to have an audit committee. This is in compliance with Tennessee Audit Committee Act of 2005.

The minimum responsibilities of an audit committee established by the Comptroller of the Treasury include the following:

1. **Develop a written charter** that addresses the audit committee's purpose and mission.
2. Formally and regularly **inform the Council and staff of their responsibilities** for preventing, detecting, and reporting fraud, waste and abuse.
3. **Serve as a facilitator for any audits or investigations** of the agency.
4. **Develop a formal process** for assessing the risk of fraud at the agency.
5. **Develop a process for confidential reporting of allegations of fraud, waste or abuse** in line with Tennessee code. Also **communicate to staff** their responsibilities to report.
6. **Immediately inform the Comptroller** of the Treasury's Office when fraud is detected.
7. **Develop a written code of conduct for the Council** reminding the members, staff, and agency management of the public nature of the agency and the need for all to maintain the highest level of integrity and to avoid engaging in activities which would otherwise bring dishonor to the agency.

Process for Development of a Council Audit Committee

Audit Committee Act requirements for audit committee development:

- The audit committee creates the charter for the committee.

- The charter and any subsequent amendments shall be presented for approval to:
 - The full Council; and
 - The Comptroller of the Treasury
- The audit committee must:
 - Be a standing committee
 - Have a minimum of 3 members (There are member qualifications.)
 - Determine the frequency of and procedures for their meetings
 - Have member terms defined in the charter

Timeline to have a Council Audit Committee in place this calendar year:

April: Staff and Executive Committee complete research needed for formation of audit committee. (Done)

May: Chair updates Council on Audit committee development process and tentative timeline. (Done)

Summer: Staff and Executive Committee work to outline draft committee structure. Chair identifies Audit committee Chair and members.

September: Brief business meeting ahead of Retreat – Chair brings nominations for Audit committee Chair and members to Council for approval.

October: Audit committee members develop charter.

November: Audit committee brings charter to Council for approval. If approved, charter goes to Comptroller for final approval.

December: Audit committee works with staff on finalization of 2018 Enterprise Risk Assessment:

- Due to Comptroller 12/31/18.
- Third agency Enterprise Risk Assessment
- Tools and guidance provided by Department of Finance and Administration

Executive Director Report

Wanda Willis presented the Executive Director's report. She discussed the following topics:

- Federal Appropriations
 - The 2018 Omnibus Bill was signed on March 23, providing spending permission for federal agencies. Councils were given a \$3 million increase nationally!
 - During recent Congressional visits we were encouraged by the TN delegation on the federal appropriations committees that Councils likely will not sustain cuts.
 - We must be vigilant in helping policymakers and citizens understand our impact.
- Ms. Willis has been appointed to a work group on *behavioral health & developmental disabilities* that is being convened by the Administration on Intellectual & Developmental Disabilities. The group is reviewing issues and developing strategies for sustainable models of services in the area of behavioral health for people with developmental disabilities.
- The Dept. of Intellectual & Developmental Disabilities has launched a technology initiative called "Enabling Technology." The purpose of the initiative is to explore/test the use of technology to increase independence of people with intellectual disabilities. A summit will be held this fall to report on the status of the initiative. Currently four providers are participating in the project with 19 individuals selected to pilot the program.

Budget/Administrative Report

Federal Funds Availability

Lynette Porter, Deputy Director, reminded everyone that the unobligated balance at the March Council meeting was \$179,939. A small adjustment was made for the upcoming FY 18-19 Scholarship Fund contract of \$29,813.

This gives a current planning budget balance of \$150,126. All of the unobligated balance is from FY17 allotment. We have still not received the announcement of the final amount of the FY18 allotment. We are watching the federal budget closely for FY18 as well as FY19 and taking a conservative approach due to the federal climate.

Agency Operations

Operationally, staff have had a busy 2 months since the last Council meeting.

State Budget Process: Council operations are level-funded in the Governor’s proposed budget and we expect to be funded as proposed by the legislature when the state appropriations bill is passed.

Performance Audit Update: The performance audit discussed at the March meeting continues as scheduled through the Spring. Some new systems under way as a result of what we are learning:

- Intensive research toward formation of an Audit Committee
- Policy for public records requests developed, including the designation of JoEllen Fowler as the agency Public Records Request Coordinator
- Work with the Secretary of State’s office toward the establishment of JoEllen Fowler as the agency Records Officer. The Secretary of State’s office has advised us that it will take one to two years to finalize our agency-specific records plans.

Agency Technology Refresh: The planned agency technology refresh was completed in March. All staff now have updated notebook computers which allow greater effectiveness and efficiency with their individual work.

Title VI Compliance: On April 10th, the Council Executive Director received the Council’s Title VI Compliance Verification letter from the Tennessee Human Rights Commission (THRC). This means we were compliant with Title VI in 2016-2017 and our plans to remain in compliance for 2017-2018 meet with THRC regulatory approval. Dr. Alicia Cone has been designated as the agency Title VI Coordinator.

FY19 Contract Process: We are right on schedule to have the contracts in place by the start date of July 1st.

10:00 A.M.	ADJOURN TO COUNCIL COMMITTEE MEETINGS
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11:15 A.M.	BREAK & CHECK OUT
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11:45 A.M.	COUNCIL COMMITTEE REPORTS
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Evaluation Committee

Lisa Johnson, Evaluation Committee Chair, reported that the new Evaluation “Scorecard” was shared to track progress on Council goals; this new report was developed based on comments from the March Evaluation Committee meeting. The new report layout was well received, and Committee members felt the color coding was useful for determining where to focus the Committee’s conversation. Ms. Johnson reported that Committee members reviewed progress being made on the state plan, and that for almost all goals and objectives the targets are being met or exceeded, and for the few that have not been met, the status was reviewed by committee members.

Ms. Johnson reported that for Goal 1 (“Developing Leaders”), Partners in Policymaking remains the flagship

leadership development training, and that this year the Reunion hit an all-time high of 130 attendees. For Goal 2 (“Impacting Policy and Practice”), she reported that all eight of the Council’s priority bills progressed in the state legislature. And for Goal 3 (“Informing and Educating Stakeholders”), she reported that distribution and reach for Breaking Ground, Facebook, Twitter, and the Council e-newsletters had all increased. Ms. Johnson also reported that Council staff would be developing a new report based on demographic data being collected that would allow the Evaluation Committee to review progress made on the State Plan in terms of reaching diverse groups to participate in Council activities. Lastly, she mentioned that all Council members can be of help to increase the circulation and reach of Council communication tools such as Breaking Ground, Facebook, Twitter, the Council e-newsletters.

Public Policy Committee

Evan Espey, Public Policy Committee Chair, reported that the Committee meeting began with introductions; each member stated their name and area, plus their interest in public policy. Then, Council Public Policy Director Lauren Pearcy gave the group a brief overview of 3 topics chosen as priorities for the Council: Supported Decision Making, State Government as a Model Employer for People with Disabilities; and standards/accreditation options for inclusive higher education programs. Ms. Pearcy added one topic not listed on the agenda, related to education: disproportionality of minority students in special education and the related disproportionate use of disciplinary practices on students in special education. This was a theme at the Disability Policy Seminar in D.C. and a topic to which the Council will be paying close attention. The remainder of the meeting was spent hearing from Council members about their insights, interests, and questions related to those topics.

Communications Committee

Steve Sheegog, Chair of the Communications Committee, opened the meeting with introductions and a review of the Committee agenda and purpose, which is to provide input about Council communications efforts and propose strategies for using communications activities to achieve State Plan goals. Council Deputy Director Lynette Porter reported to the committee about recent activities and outcomes since January related to Council communications, including social media and the #ServingTN campaign, e-newsletter subscribers, publications and Breaking Ground, events/exhibits attended and sponsored by the Council, and presentations delivered by staff.

The group discussed ideas for the next round of the #ServingTN social media campaign, where the Council will feature a few stories of our impact on June 4, along with all State agencies that will be sharing their own stories. The Committee shared feedback about the Council’s newsletters. Council members should contact Council Communications Director Emma Shouse Garton as soon as possible if they are willing and interested in having their story (how they/their family has been impacted by serving on the Council or by Council programs; how they are engaging with policymakers on disability issues; or, how they are making positive changes in their local community) featured as part of this #ServingTN campaign or other Council communications efforts (Breaking Ground, e-newsletters, etc.)

The Committee discussed the possibility of the Council offering a quarterly webinar on disability-related topics. The Communications Committee, with the support of Council staff, will soon send out a brief survey to measure interest in the webinar idea. Council members should be thinking of topics about which they’d be interested in learning.

12:15 P.M.	LUNCH

1:00 P.M.	COUNCIL TALKS
<p>Tecia Puckett Pryor, Council Chair, introduced this session dedicated to hearing short presentations from several Council members on their advocacy activities in their local communities.</p>	
<p>Craig Lemak opened his talk about “Deaf Culture” by asking how many Council members had experience with Deaf culture; about half the Council replied that they did. Mr. Lemak then discussed that deaf children tend to be language-delayed, with most reading at the 4th grade reading level at the time of high school graduation. He then identified this as a barrier to college and finding employment. He noted that being deaf provides functional limitations if there are not accommodations. Also, Mr. Lemak noted that individuals who are deaf and hard of hearing face significant barriers to communication, language, and accommodations. Often because of these barriers, people who are deaf or hard of hearing are not able to get an interview, let alone secure a job. He shared that this is the challenge this community faces on a daily basis. And Mr. Lemak shared that this impacts employment, professional development, and educational outcomes. He concluded his talk by expressing his happiness at being part of this Council.</p>	
<p>Roddey Coe discussed the Take Me Home program launch in Chattanooga. It is a program that allows people to register emergency contact information for individuals with developmental disabilities. If an individual is found alone or reported missing, law enforcement and emergency services personnel can search a database for emergency contact information, detailed physical description, and a photo of the individual, saving valuable time, and keeping the person from going to jail because of a lack of communication. He shared that this program is not like Smart 911, because with that program only 911 has access, not the police and fire personnel. All three have access to the database with the Take Me Home program. He shared that the program was started in Florida by a parent of a child on the autism spectrum. Mr. Coe noted that it launched in Chattanooga on April 20th, and 50 or so families had signed up. He also shared that there was work happening with policymakers to take the program statewide.</p>	
1:15 P.M.	PUBLIC POLICY WRAP UP
<p>Council Public Policy Director Lauren Pearcy gave the group a brief overview of “what happened” during the legislative session, which ended in April 2018, including the final status of the Council’s priority bills. Ms. Pearcy also touched on “what to expect” next session, which will be influenced by historic levels of turnover in the state’s General Assembly as well as a new Governor. The key message for Council members is: we have an extraordinary opportunity and responsibility to educate new elected officials next session. She concluded the report with a recap of the Disability Policy Seminar in Washington DC from April 23-25, during which the Council learned about national policy trends and visited members of Tennessee’s Congressional delegation.</p>	
1:45 P.M.	PARTNERS IN POLICYMAKING™ VIDEO
<p>Ms. Willis introduced the new Partners in Policymaking™ video filmed during the annual Partners Reunion. The video highlights this important Council program and features several current Council members. Members then watched the video.</p>	

1:55 P.M.	WRAP UP & MOTION TO ADJOURN
<p>Tecia Puckett Pryor, Chair, encouraged members to turn in their travel claims and Council meeting evaluations. Members were encouraged to note any concerns about hotel accessibility on the evaluation. She asked all members to reserve September 13-14 on their calendar for the Council Retreat. The retreat theme is “The Council Member Voice: Your Impact in Tennessee”. We will begin with a brief business meeting to address next steps for the Audit Committee, and then move along to a policy-focused retreat. Like last year, it will have a conference format with a keynote on “Speaking Up: Know When, Why and How to Make an Impact”, and then several “Deep Dive” topics like the historic nature of the 2018 elections, voting in your community and post-election informing and educating.</p> <p><i>A motion for adjournment was made by Mr. Roddey Coe and seconded by Mr. Evan Espey. The motion carried and the Council meeting was adjourned at 2:05 p.m.</i></p>	

2018 COUNCIL MEETING DATES
<p>2018 Council Meetings - Location: Embassy Suites Nashville Airport</p> <ul style="list-style-type: none"> • Council Retreat: Thursday & Friday, September 13 & 14, 2018 • End of Year Report: Friday, November 2, 2018

Respectfully submitted by: 
JoEllen Fowler, Administrative Assistant

Approved by: 
Wanda Willis, Executive Director