



Council Meeting Minutes

May 7, 2021

Council Members Present:

Shontie Brown*
Allison Bynum*
Jody Cheek*
Roddey Coe*
Jennifer Coleman*
Sarah Cripps*
Ryan Durham*
Tatum Fowler*
Lesley Guilaran*
Alicia Hall*
Chrissy Hood*
Clancey Hopper*
Lisa Johnson*
Jean-Marie Lawrence*
Edward Mitchell*
Tecia Puckett Pryor*
Brent Wiles*
Martez Williams*
Anna Lea Cothron, TCAD
Alison Gauld, Dept. Special Education
Jacqueline Johnson, Dept. of Health
Kevin Wright, Voc. Rehab. Services
Lisa Primm, Disability Rights TN
Robin Wilmoth, Dept. of Intellectual and
Developmental Disabilities
Carrie Brna, Dept. of Intellectual and
Developmental Disabilities
Bruce Keisling, UT Center for
Developmental Disabilities (UTCDD)
Elise McMillan, Vanderbilt Kennedy Center
Don Watt, THDA
Rose Naccarato, Tenn. Commission on
Children & Youth
Shannon Nehus, TennCare

Staff Present:

Wanda Willis
Lynette Porter
Alicia Cone
Cathlyn Smith
Lauren Pearcy
Conor Rayel
Jolene Sharp
Emma Shouse Garton
Ashley Edwards
JoEllen Fowler
Mildred Sparkman

Guests Present:

Jordan Allen, Dept. of
Intellectual and Developmental
Disabilities
Patti Killingsworth, TennCare
Dr. Jessica Stevens, UT Center
for Developmental Disabilities
Dr. Nemetria Wilson, UT Center
for Developmental Disabilities

Visitors Present:

David Griffin
Sharon Stout

Council Members Absent:

Brigham Scallion*
Karen West*
Mark Liverman, Dept.
Mental Health & Substance
Abuse

**denotes Governor appointed citizen*

9:00 a.m. Opening & Introductions

Council Chair Tecia Puckett Pryor called the meeting to order after ascertaining there was a quorum at 9:06 a.m. Tecia welcomed everyone and led introductions.

Tecia then reviewed the meeting agenda.

The Council recognized Communication Chair Tatum Fowler for his time serving Tennessee as a Council member. This is Tatum's last Council meeting. Tatum was appointed by Governor Haslam in 2015 and has represented the East Tennessee Development District for two terms.

9:15 a.m. Business Items

Approval of February 2021 Minutes

The February 2021 Council meeting minutes were emailed to all the Council members prior to the May 7, 2021 Council meeting to give members an opportunity to review before the meeting. Tecia called for a motion to accept the minutes, as edited, from the members present at the February meeting. **Roddey Coe moved to accept February 2021 minutes as written and Clancey Hopper seconded the motion. There was no discussion and the motion carried unanimously.**

Executive Director Report

Wanda Willis, Executive Director, encouraged members to read the Executive Director report included in the email to members dated May 7, 2021. Wanda emphasized key projects in the report:

The Council has received new funding for COVID-19 Vaccine access in Tennessee. The Council has begun discussion with the other ACL programs in Tennessee, including Disability Rights Tennessee, Vanderbilt Kennedy Center, University of Tennessee Center for Developmental Disabilities, Centers for Independent Living, Commission on Aging, and the Area Agencies on Aging and Disability. It is the hope of the Council to work together with the programs in Tennessee to create a coordinated effort. The main focus of these funds will be to address vaccine hesitancy and to collaborate s to provide in-home vaccinations to those who request them.

Council staff met with staff from US Senator Hagerty's office. The focus of the meeting was to explain the role of the Council, our accomplishments, and connection to constituents across Tennessee.

The Council continues to work with multiple state agencies to support and improve TN Disability Pathfinder, Tennessee's statewide multicultural disability information center operated by Vanderbilt Kennedy Center. This year's high point was an in-depth survey of nearly 3,000 Tennessee citizens from 94 of the state's 95 counties about needs in the disability community. A report will be presented this summer and will guide upgrades to TN Disability Pathfinder.

The Council is partnering with the Department of Intellectual and Developmental Disabilities to develop a summer technology camp for youth with developmental disabilities. The Council Director of Leadership Development is leading this effort along with DIDD staff. Developing youth leadership programs is a priority for us.

Executive Committee Report

Tecia shared that the Executive Committee continues to meet virtually every month. Minutes have been circulated in draft form to Council members immediately following each Executive Committee meeting.

The Executive Committee recently approved a slate of continuation contracts for projects the Council invested in last year. A list of these grants is available in the April and May Executive Committee meetings.

In deciding the location for the next Council meeting, the Executive Committee would like input from Council members. Next week, staff will circulate a survey to gauge interest and thoughts around meeting in person. The Executive Committee will discuss results and make a decision about the September meeting.

Clancey Hopper was recognized to share about the Governor's proclamation naming May as Williams Syndrome Awareness Month. Clancey thanked the Council for its support for her in this process.

Budget/Operations Report

Lynette Porter, Deputy Director, provided an update on federal and state budget and allotments. Councils received their award notices for the current fiscal year (FY21). This funding covers October 1, 2020 – September 30, 2021. Tennessee was level funded at \$1,461,396. This means the Council received the same federal funding this year as it did last year.

The status of the Council's federal allotment is:

- FY19 is fully obligated and must be spent before September 30, 2021.
- FY20 is fully obligated and must be spent before September 30, 2021.
- FY21 has \$55,000 of unobligated funds. These must be spent before September 30, 2022.

The Council has completed the Secretary of State records assessment with positive results. The Council is working on Title VI surveys and subrecipient monitoring. This annual process assures community contract compliance.

Audit Committee Report

Alicia Hall, Chair of the Audit Committee, updated council members on the work of the Audit Committee. Per the Audit Committee Charter, annually the audit committee reviews the agency process for staff Code of Conduct acknowledgements. The annual staff Code of Conduct process is primarily led by the Department of Human Resources. The committee conducted its annual review of the process in April. This was the last required audit committee task for fiscal year 2021. Members were thanked for their work.

9:35 a.m. State Plan Cycle Update: Final

The State Plan is the five-year strategic planning document to assist the Council in systems change and advocacy efforts. The Developmental Disabilities Act requires a new state plan every 5 years; the next one is due August 2021. Currently, the Council is reviewing the finalized goal and objectives.

Cathlyn Smith, Director of Leadership Development, reviewed Goal 1 – Developing Engaged Leaders. Tecia Puckett Pryor asked for questions or discussion about the Goal 1 objectives. There were none.

Tatum Fowler moved to submit Goal 1 – Developing Engaged Leaders and its objectives and activities to the Administration on Community Living Office of Intellectual and Developmental Disabilities as part of the 5-Year State Plan. Shontie Brown seconded the motion. There was no discussion and the motion carried unanimously.

Lauren Percy, Director of Public Policy, reviewed Goal 2 – Improving Policy and Practice. Tecia Puckett Pryor asked for questions or discussion about the Goal 2 objectives. There were none.

Edward Mitchell moved to submit Goal 2 – Improving Policy and Practice and its objectives and activities to the Administration on Community Living Office of Intellectual and Developmental Disabilities as part of the 5-Year State Plan. Roddey Coe seconded the motion. There was no discussion and the motion carried unanimously.

Jolene Sharp, Chief Information Officer, reviewed Goal 3 – Informing the Public. Tecia Puckett Pryor asked for questions or discussion about the Goal 3 objectives. Elise McMillan, Director of the Vanderbilt Kennedy Center, expressed appreciation for the emphasis on Developmental Disabilities Act program partnerships and collaborations.

Sarah Cripps and Martez Williams moved to submit Goal 3 – Informing the Public and its objectives and activities to the Administration on Community Living Office of Intellectual and Developmental Disabilities as part of the 5-Year State Plan. Clancey Hopper and Jody Cheek seconded the motion. There was no discussion and the motion carried unanimously.

Alicia Cone, Director of Program Operations, provided an overview of next steps in the state plan process for Council members. In the coming months, the Council staff will enter the state plan and the FY22 and FY23 annual work plans into the new online platform. On or before August 15, 2021, the Council will submit the new State Plan to Office of Intellectual and Developmental Disabilities at the Administration on Community Living.

9:45 a.m. State Program Updates & Discussion

Guest presenters Jordan Allen from the Department of Intellectual and Developmental Disabilities and Patti Killingsworth from TennCare Long Term Services and Supports presented an overview of the

consolidation of the administration of the direct support programs and an update on the waiver programs in Tennessee.

An Overview of the Intellectual and Developmental Disabilities Service Delivery System

All large state institutions are closed in Tennessee. There are currently 37 state owned and operated Intermediate Care Facilities for Individuals with Disabilities with 148 beds (128 are filled as of March 2021). Of the publicly owned, privately operated “homes,” there are 20 beds. There are 804 beds in privately owned and operated Intermediate Care Facilities.

Home and Community Based Services act as an alternative to Intermediate Care Facilities.

- 6,739 people are enrolled in [Section 1915\(c\) Home and Community Based Services](#)
- 3,525 people are enrolled in [Employment and Community First CHOICES](#)

Intellectual and Developmental Disabilities Service Integration – Context for Proposed Amendments

The Department of Intellectual and Developmental Disabilities (DIDD) and TennCare plan to create a single, seamless person-centered service system to support people with intellectual and developmental disabilities. This integration will utilize DIDD’s expertise across all programs serving people with intellectual and developmental disabilities. More information about the integration can be found [here](#).

One key proposed change would include the integration of 1915(c) waiver services into managed care. On September 1, 2021, Managed Care Organizations will contract with qualified providers to process and pay claims for waiver services and assist in quality assurance and improvement activities led by DIDD and TennCare. Over time, the Managed Care Organizations will review person-centered support plans, unitize management to review and approve services, and authorize waiver services.

Council members asked questions related to Enabling Technology as a proposed service. Council staff will follow up with members with answers.

10:45 a.m. Break

10:55 a.m. Legislative Update

Lauren Percy, Director of Public Policy, presented a brief legislative update.

State Budget Finalized on April 29

The Governor released information about the state budget including:

- \$71M to fully fund the state share of the BEP for K-12 education, 4% raise for teacher salaries
- \$37.9 million to fully fund TennCare growth + \$7M to extend postpartum care for the TennCare population to 12 months
- \$30M to eliminate deferred maintenance and improve accessibility at state parks

The Council will publish a summary of impact to disability programs.

Bills Passed

- Precious Cargo Act (Public Chapter 55): an amendment brought by council member Martez Williams includes people who need assistance exiting their vehicle
- Teacher's Disciple Act (Public Chapter 77): amended with language offered by the Council and Disability Rights Tennessee
- New Requirements for Conservators (Public Chapter 84)
- Eligibility for the Death Penalty (Sent to Governor: SB1349/HB1062)
- State as a Model Employer (Sent to Governor: SB100/HB112): the Council is currently working with the Department of Human Resources to implement this program
- Pay increase for direct support workers (Sent to Governor: HB130/SB114)
- Determining custody of a child based off a parent's disability (Sent to Governor: SB1388/HB1168)

Bills Processing to Next Year

- Texting 911 (SB182/HB173)
- Universal Changing Tables (SB602/HB905)
 - Status Update: amended to address large public buildings (40,000 ft² or larger)
 - Testimony by council members Chrissy Hood and Roddey Coe was instrumental in moving this legislation

Failed Legislation

- Medical Necessity (SB530/HB635) would have established a uniform definition of medical necessity and medically necessary
- Subminimum Wage (SB1292/HB1454) would have removed subminimum wage exception for employees with impaired productivity or earning capacity

Transportation Office of Accessible Transportation and Mobility Updates

The Council led work on the bill that created the Office of Accessible Transportation and continues to lead the advisory group helping to implement the office. This includes development of the state's first annual report to the state legislature. Council members were part of the focus group during the needs assessment. The Council's data from the recent public input process is cited relating to the need for accessible transportation.

A [strategic plan](#) was developed, and highlights include:

- Maximizing existing infrastructure
- Coordinating and communicating across government programs (130+ different funding streams related to accessible transportation)
- An emphasis on cost sharing agreements (braided funding)

The [Mobility and Accessible Transportation Annual Report](#) has been published online, and highlights include:

- Need for expanded services, on demand options
- Jurisdictional service area boundaries
- Gaps in access based on eligibility
- Reliability and customer service
- Availability of service information; misperceptions
- Wheelchair accessibility

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- **Employment is #1 trip generator / need**

Lauren encouraged everyone to read the report and use it as a resource for improving accessible transportation in your local areas.

11:10 a.m. Adjourn to Committee Meetings

12:05 p.m. Committee Report Outs

Minutes from committees are attached to these minutes.

- Evaluation Committee (Lisa Johnson, Chair)
- Public Policy Committee (Lesley Guilaran, Chair)
- Communications Committee (Tatum Fowler, Chair)

12:35 a.m. Wrap Up

Tecia reminded members to complete the evaluation form this week. Staff will circulate an optional survey to gauge interest and thoughts around meeting in person. The Executive Committee will discuss results and make determination about the September meeting.

12:40 p.m. Public Comment

Visitors to the Council meeting were invited to make public comment. Sharon Stout expressed gratitude for the virtual setting of the meeting which allowed her to view the meeting remotely.

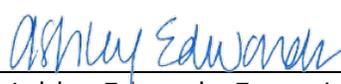
12:45 p.m. Adjournment

A motion for adjournment was made by Shontie Brown and seconded by Lesley Guilaran. The motion carried and the Council meeting was adjourned at 12:45 p.m. The next Council meeting will take place on September 17, 2021.

Upcoming Meeting Dates

2021 Council Meeting Dates

- Council Meeting: September 17, 2021
- Council Retreat: November 4-5, 2021


Respectfully submitted by: Ashley Edwards, Executive Assistant


Approved by: Wanda Willis, Executive Director



Council Evaluation Committee

Location: Zoom Meeting
Date: Friday, May 7, 2021
Time: 11:16 A.M. CDT

Present: Lisa Johnson, Alicia Hall, Robin Wilmoth, Alison Bynum, Jody Cheek, Robin Wilmoth, Ryan Durham, Bruce Keisling, Kevin Wright (for Mandy Johnson)

Absent: Shannon Nehus, Karen West, Brigham Scallion, Mandy Johnson, Mark Liverman

Staff: Alicia Cone, Cathlyn Smith, Lynette Porter

Guests: Nemetria Wilson, Jessica Stevens

1) **Call to Order**

After ascertaining there was a quorum (50% of Committee members), the committee meeting was called to order at 11:00 a.m. CDT.

2) **Introductions and Review of the purpose of the Evaluation Committee**

Lisa Johnson facilitated introductions and a brief review of the purpose of the Evaluation Committee.

3) **Consent Agenda: Approve today's Evaluation Committee Agenda**

The agenda for the meeting was shared.

Bruce Keisling moved to approve the agenda. Alicia Hall seconded. Approved.

4) **Discussion of FY21 Second (2nd) Quarter Score Cards**

- General highlight –
 - Dr. Cone shared that COVID-19's impact on completing Goal 1 activities has decreased significantly from the 1st to the 2nd quarter of FY21. While there were still some challenges reported in Objective 1.7, Individual and Family Scholarships, all other objectives have rebounded due to completing the transition to virtual platforms or finding different activities to undertake to reach the same outcome.
- Dr. Cone shared the following Goal 1 highlights –
 - The only objective with a program concern is 1.7, which is due to cancelation of in-person conferences and Scholarship Fund participants

being unaware of which conferences have switched to a virtual platform. To address this second barrier, Council staff are now sharing virtual conference opportunities that can be supported by the Scholarship Fund via our e-newsletters.

- Dr. Cone noted the only other area of concern was related to expenditures in the Leadership Institute contract with The Arc of TN, but additional activities have been added and the contract extended to address this concern. Improvement should be reflected in the 4th Q report.

The following successes were noted by Dr. Cone –

- Partners in Policymaking is programmatically on track, and the virtual format has been very successful.
- Advocates in Motion (AiM) - One training with an expenditure happened in the 2nd quarter, which means a successful transition to the virtual platform has been made! Additionally, the AiM trainers are now providing disability trainings on various topics identified by self-advocates to local People First of TN chapters.
- Leadership Academy for Excellence in Disability Services – is working well in a virtual format. During the 2nd quarter, Orientation and Session 1 occurred.
- Scholarship Fund –
 - With regard to supporting people with developmental disabilities to participate in cross disability and culturally, diverse leadership coalition meetings staff decided to track the number of self-advocate referrals they are successfully making to boards and coalitions, which for this quarter is 7.
 - 21 people with disabilities and 212 family members have been assisted to attend a number virtual conferences and programs, such as TABS web based trainings, and DSAMT Buddy Walk Book Drive.
- Dr. Cone reported for Goal 2- Impacting Policy and Practice, that all public policy staff activities are on track and making progress, and she shared the following highlights –
 - Objective 2.1 - Staff is tracking 29 federal bills, working with 28 policy groups, and lead or participated in 75 meetings with state government and community stakeholders. Success story - House member reached out to ask for the Council's take on the Medicaid block grant; Senator's office reached out to thank the Council for their work implementing last year's successful law creating an office of accessible transportation in



- the Tennessee Dept. of Transportation.
- Objective 2.2 - Despite COVID-19, staff has done 8 presentations this quarter (23 – YTD), and fielded 30 policy inquiries from Tennesseans (56 YTD).
 - Objective 2.3 – Staff currently collaborates with 48 groups that work to improve policy and/or practice. 7 new products were developed this quarter.
 - Objective 2.4 - Four grant projects are underway as a result of research on best practices and partnerships:
 - Arc of TN – SDM: The Center for Decision Making website is under development, including editing and reviewing content for plain language.
 - DRT – SDM: DRT staff are making progress on the grant deliverables, mainly by learning and observing and collaborating this quarter.
 - DIDD – Project START: Training sessions continue; an advisory board has been formed (including Council ED).
 - GHA – Council staff leads monthly project team meetings to develop strategy and plans for trainings; phase 2 has been completely redesigned from 14 in person events with hands on curricula to virtual learning modules.
 - For Goal 3 - Informing and Educating Stakeholders – Dr. Cone shared that all communications staff and grant contract activities are on track and making progress. She reported the following highlights include:
 - The Comms team’s focus on engagement has been successful with increases in e-news subscribers & e-news open rates; Facebook followers; Twitter followers; BG subscribers; & CDD web site reach.
 - Success story – The Comms team created a plain language guide about the COVID-19 vaccine within days of it being approved by the FDA, so that Tennesseans with I/DD could learn about it in a way accessible to them.
 - N&R Rural Outreach contract – staff reported that this project met all its milestones and the project was completed this quarter.
 - Pathfinder - Staff successfully launched a joint effort among five state departments to oversee, evaluate, and sustain Pathfinder, with two more state agencies slated to come aboard in FY22.
 - Pathfinder deep dive evaluation being done by Dr. Carter from VU is also well underway. The first activity, which is a survey has been completed. Th data is being analyzed and the final report written



5) **Update on LAEDS long term follow-up evaluation -**

Dr. Bruce Keisling shared a draft of the LAEDS follow up survey instrument, and outlined next steps in the evaluation process. He highlighted that the distribution of the survey and analysis of the data would be completed during 1st quarter FY22.

6) **Update on Council Impact contract -**

Dr. Keisling shared an update on the Council Impact project. He shared a reminder of the purpose of the Council Impact grant project, and an update on progress.

Highlights include -

- The primary purpose of the work is
 - to perform a comprehensive analysis of the effectiveness and impact of Councils' programs by obtaining, reviewing and synthesizing evaluation data (e.g., outputs and outcomes) over the last four years.
 - to look at actual outcomes and how they match with the five year state plan predictions.
 - To provide an analysis that will help inform decisions the Council makes about their work moving into the next 5-year state plan.
- Staff reminded the Committee that this project began October 1st.
- Key documents have been reviewed including – Reviewing Council performance as compared to the ACL performance measures; reviewing PPR narratives and data; Scholarship Fund, LAEDS, and Partners evaluation data has been reviewed; and analysis of 4 years of quarterly report is underway.
- The analysis of data collected from the review has begun
- Final report by the end of June

7) **Motion to Adjourn**

At 12:09 p.m. Robin Wilmoth moved for adjournment. Jodi Cheek seconded. Approved.

Prepared by: Alicia A. Cone



Council Public Policy Committee

Location: Virtual (WebEx)
Date: Friday, May 7, 2021
Time: 11:15 A.M. CDT

Present: Lesley Guilaran, Shontie Brown, Roddey Coe, Sarah Cripps, Clancey Hopper, Jean-Marie Lawrence, Brent Wiles, Martez Williams, Lisa Primm, Elise McMillan, Rose Naccarato, Anna Lea Cothron

Absent: Kendra Mitchell (Jacqueline Johnson),

Staff: Lauren Pearcy, JoEllen Fowler, Conor Rayel, Mildred Sparkman, Wanda Willis

Visitor: Sharon Stout, Dave Griffin

1) **Call to Order**

After ascertaining there was a quorum, Lesley Guilaran, Chair, called the meeting to order at 11:15 a.m. CDT

2) **Consent Agenda**

Lesley Guilaran shared the agenda for the meeting.

3) **Introductions**

Lesley Guilaran facilitated introductions, including visitors Dave Griffin and Sharon Stout.

4) **Quarterly Goal 2 Update**

Lauren Pearcy, Director of Public Policy, reviewed a report on Goal 2 Activities from Quarter 3.

6) **Brainstorming: Opportunities for deeper engagement next legislation session**

Council members suggested a "How To" video about tracking legislation and engaging in the process; perhaps a companion video about specific activities like giving testimony. The group also talked about ways to allow Council members outside the committee to engage in more details about bills during legislative session. Ideas include: participating in The Arc Tennessee's weekly legislative calls or the Council hosting optional calls on an ad hoc basis for bills of interest to members.

7) **Adjournment**

Prepared by: Lauren Pearcy



Council Communication Committee

Location: Virtual: Zoom
Date: Friday, May 7, 2021
Time: 11:15 AM CDT / 12:00 PM CDT

Present: Tatum Fowler, Jennifer Coleman, Chrissy Hood, Tecia Puckett Pryor, Alison Gauld, Don Watt, Edward Mitchell

Absent:

Staff: Jolene Sharp, Emma Shouse Garton

Guests:

1) **Call to Order**

After ascertaining there was a quorum, Tatum Fowler, Chair, called the meeting to order at 11:18 a.m.

2) **Consent Agenda: Approve today's Communication Committee Agenda**

Chrissy Hood made a motion to approve the consent agenda. Don Watt seconded. Approved unanimously.

3) **Quarter 3 Communications Impact**

Jolene Sharp, Chief Public Information Officer, and Emma Shouse, Public Information Specialist presented a snapshot on key metrics. COVID-19 resources and FAQ pages were the main driver of the increase in website visitors and traffic. Tatum Fowler suggested Pathfinder identify what types of agencies are being updated each quarter. Jennifer Coleman suggested the use of billboards in rural communities to spread awareness of TN Disability Pathfinder. Members expressed that many people are still unaware of Pathfinder as a resource.

4) **Summer Internship Update**

Jolene Sharp updated the committee about a potential Communications Intern this summer. More information will be circulated with the whole council once this position is confirmed.

5) **Centers for Disease Control / Administration on Community Living Vaccine Funding Update**

The Council, along with other DD Act programs, received additional funding for work to address vaccine hesitancy in Tennessee. The committee talked about the wealth of research data and the Council's framework for messaging on vaccine hesitancy.



6) **FY22 Communication Plan Input**

Staff asked committee members: what one Council communication platform would you like to see updated? What changes would you most like to see? Answers included:

- [The website is] the first place people may encounter, there may be gaps or info that doesn't get updated, email to TNDDC didn't get answered; not everyone has social media, may be taking a SM break but still get info from the web
- You hope people are going to your website as a result of social media posts and other content
- [The website is] your core for info
- "I love the work you do to make things visual with graphics and photos, would love to see that extended to the website"
- App?
- Button at bottom of page to view entire site like you would on a desktop, is sometimes helpful versus the mobile format
- Outlining each platform and its audience and unique role to make sure we're maximizing developing unique content – Jolene
- Use LinkedIn for business links, Council member announcements, professional-focused updates

7) **Adjournment**

At 12:10 p.m., Tatum Fowler adjourned the meeting.

Prepared by: Jolene Sharp