



Council Executive Committee

Location: Embassy Suites Nashville Airport
Embassy Boardroom,
10 Century Blvd., Nashville, TN 37214
Date: Thursday, March 1, 2018
Time: 3:00 P.M. CDT/4:00 P.M. EDT

Present: Tecia Puckett Pryor , Lisa Johnson, Serina Gilbert, Evan Espey

Absent: Steve Sheegog

Staff: Wanda Willis, Lynette Porter, JoEllen Fowler

Guest: Mary Cain, Office of the Comptroller

1) **Call to Order**

After ascertaining there was a quorum, Tecia Puckett Pryor, Chair, called the meeting to order at 3:11 p.m.

2) **Consent Agenda: Approve Executive Committee Agenda and February 6th Minutes**

Lisa moved to approve the Executive Committee Agenda and the February 6th minutes as written. Evan seconded. Approved.

3) **Comptroller of the Treasury Performance Audit**

Tecia introduced Mary Cain, lead auditor from the Comptroller's office. Ms. Cain told the Committee about the performance audit of the Council. This is the perfect time to have an audit since we are a new state agency, especially since we just wrote new processes for our agency. As a result of the audit, we will be a better agency than we are today.

A performance and compliance audit will determine how efficient the Council is. The auditors will interview all Council staff and may contact some Council members. Then they will decide what areas they want to focus on. Once they decide exactly what areas they are focusing on they will send a formal letter to the Council Chair. If something comes up they will talk to Wanda and Lynette immediately to help correct the issue. We will know of all issues before the report is released. If they find a problem they are called exceptions or weaknesses. Minor weakness will be discussed with leadership. Findings, the most serious issues, will be written up in the audit report and staff will have an opportunity to provide written comments in the



report. The audit should be completed in May and then there are many levels of review, ending with the Comptroller of the Treasury, who reviews all audits.

Ms. Cain has already brought two things to our attention, the policy we will review today, and the possible need for an audit committee. Staff will review the latter and report back to the Executive Committee. State law requires agencies that meet certain criteria to have an audit committee or to get a formal waiver.

4) **Public Records Policy**

The State has a Public Records Act which allows for citizen's to have access to Public Records at a reasonable price. Lynette reviewed the definition of Public Records. She took the model policy provided by the Comptroller's office and applied her recommendations for the decision points, choosing the easiest method for the public to access our records. In the last 20 years the Council has not had a request for records but we want to be as accommodating as possible if we do receive any. The Executive Committee can revise the Policy every year.

Lynette reviewed the proposed policy, highlighting the individual decision points staff recommend. The office has to name a public records request coordinator which will be JoEllen. Each request will have a custodian but we do not have to name them. Our responsibility is to respond quickly, keep records and annually report to Executive Committee. Lynette will develop an internal tracking form to go along with records request.

Since it is a policy it has to be voted on by Executive Committee.

Evan moved to approve the Public Records Policy as written. Lisa seconded. Approved.

5) **State and Federal Budget Update**

- **Approve Continuation**

Lynette reviewed the grants the Council plans to continue in FY 2018-19 and explained why we recommend any increases or decreases.

Lisa moved to the approved the contracts as proposed. Evan seconded. Approved.

- **Federal Budget**

Wanda reported staff have been watching the federal budget. In the President's budget Councils are recommended to take the biggest hit of the DD network agencies, almost a 25% decrease in funding. It will be Congress that passes the budget but it is important to watch for trends, the tendency to cut certain programs.



- **State Budget**

Yesterday staff presented to the House Finance, Ways and Means Committee, which went very well. The Committee members were interested and asked good questions, including if we have the money we need. Wanda replied that we could use more money to upgrade Pathfinder, following questions that the Committee had about Pathfinder. One of the legislators mentioned a constituent who could not find information on disabilities for her daughter.

6) **Council Appointments**

Staff are working on a list of appointments and will discuss this on the next Executive Committee call. The Council has several seats that need to be filled including Doug Hall's position in Memphis and several reappointments.

7) **Review March 2 Council Meeting Agenda**

Wanda reviewed the Council meeting agenda in detail. We have a new member, Craig Lemak, who is deaf, and we may ask him to present to us in May.

8) **Other Business**

The April 3rd Executive Committee call has been rescheduled to April 10 at 11 a.m. Central/12 noon Eastern.

9) **Motion to Adjourn**

At 4:50 p.m. Evan moved for adjournment. Serina seconded. Approved.

Next call: Tuesday, April 10, 2018 at 11 a.m. Central/12 noon Eastern

Next meeting: Thursday, May 3, 2018 at 3 p.m. Central/4 p.m. Eastern @ Embassy Suites
Nashville Airport

Prepared by: JoEllen Fowler, Administrative Assistant

Approved by: Wanda Willis, Executive Director