



Council Executive Committee

Location: Conference call
Date: Tuesday, April 10, 2018
Time: 11:00 A.M. CDT/ 12:00 P.M. EDT

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

Absent: Steve Sheegog

Staff: Wanda Willis, Lynette Porter, JoEllen Fowler

1) **Call to Order**

After ascertaining there was a quorum, Tecia Puckett Pryor, Chair, called the meeting to order at 11:03 a.m.

2) **Consent Agenda: Approve Executive Committee Agenda and March 1st Minutes**

Lisa moved to approve the Executive Committee Agenda and the March 1st minutes as written. Evan seconded. Approved.

3) **Contract Funding Approval Policy**

Lynette explained that the Council's last Contract Funding Approval Policy was written in 2001. There were five policies covering different types of funding (unsolicited, contracts, etc.). In the updated version staff removed the antiquated language and connected everything to the state plan. The funding levels themselves and required approvals have not changed. The updated policy leaves the timelines to the individual calls for application to allow more flexibility for the individual calls for applications. The five policies have been streamlined in to one without changing any approvals or thresholds.

Serina moved to approve the Contract Funding Approval Policy as written. Evan seconded. Approved.

4) **Audit Update**

Wanda mentioned the packet staff sent about the Audit Committee and briefed everyone on the discussions staff have had with the auditors. We feel that the Council does fall in the category of boards and commissions that need an audit committee because one criterion in Tennessee Code is that the governing body can hire and fire staff. Since, per the DD Act, the Council hires the Executive Director, we feel that an Audit Committee is required. The Executive Director is responsible for the hiring of all other agency staff.



Lynette reviewed the seven Responsibilities of the Audit Committee, which are required in Tennessee code and provided additionally in written guidance from the Comptroller's Office. The review and approval of financial statements are not one of the seven required components of an Audit Committee because our agency does not prepare its own financial statements.

The Audit Committee must be added to Council Standing Committees.

One requirement is that the Audit Committee participates in the Risk Assessment which is due in December so staff have produced a timeline to establish an Audit Committee based on that December 2018 deadline.

- April – Wanda and Lynette meet with the lead auditor to have final questions about audit committee development answered
- May – Additional discussion at Executive Committee including any new information requiring change to process. Executive Committee report out gives plan and timeline to full Council
- Summer – staff and Executive Committee work out draft committee structure and membership
- September – brief business meeting ahead of planning retreat for approval of Audit Committee membership
- October – Audit Committee finalizes charter
- November – Charter to full Council for approval. Charter to Comptroller for approval
- December – Enterprise Risk Assessment due Dec. 31 with Audit Committee review/approval

Wanda and Lynette will proceed with meeting with the lead auditor again to get more details down for the Executive Committee to review and present to the Council in May.

5) **Council Appointments**

Lynette reported that all of our appointments this year are reappointments, except for Memphis. Wanda and Lynette spoke with members having attendance issues and they indicated they are committed to attending. We will continue to watch their attendance. For the Memphis seat we want to find a minority with a disability, not a family member. Recruitment has not produced any appropriate candidates yet but staff will continue to recruit and hope to have nominees to share in May.

If Executive Committee members have any recommendations, please send any ideas. *Staff will follow up with The Arc TN Executive Director who leads a group in Memphis.*



6) **Review May 4th Draft Council Meeting Agenda**

Wanda reviewed the May 4th draft Council meeting agenda. Wanda will confirm possible new agency members this week, and then at the meeting Tecia will recognize them before member introductions.

Wanda reviewed plans for Committee agenda items. Staff will send draft Committee agendas to Committee chairs for their final review.

Council member Craig Lemak will speak during the “CouncilTalks” portion of the agenda about deaf culture and the deaf community in Tennessee. He is very connected to the deaf community in East TN and across the state.

7) **Federal Budget Update**

Lynette reported that we were delighted and surprised that State Councils on DD received an increase in our appropriation in the Omnibus Bill, funding for the current fiscal year. The State Councils' appropriation increased from \$73 to \$76 million nationally. Staff do not know what that means yet for TN. It hopefully sets us up for level funding next year. Many were very surprised by this action from Congress – it shows their value of the DD Act programs. There is a letter of support circulating in Congress specifically in support of Councils. The Council's national office does think it will give us a step up for next year's funding but there is no guarantee.

8) **Other Business**

The May 1st Executive Committee call has been canceled because the Committee will meet face-to-face on May 3rd.

9) **Motion to Adjourn**

At 11:49 a.m. Evan moved for adjournment. Serina seconded. Approved.

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

Next call: Tuesday, June 5, 2018 at 11 a.m. Central/12 noon Eastern

Prepared by: JoEllen Fowler, Administrative Assistant

Approved by: Wanda Willis, Executive Director