



Council Executive Committee

Date: Tuesday, June 5, 2018
Time: 11:00 A.M. CDT/12:00 P.M. EDT

Present: Tecia Puckett Pryor, Lisa Johnson, Serina Gilbert, Steve Sheegog

Absent: Evan Espey

Staff: Wanda Willis, Lynette Porter

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: Approval of Executive Committee Agenda and May 3, 2018 Minutes.**

Steve Sheegog moved to approve the Executive Committee Agenda and the May 3 minutes as written. Serina Gilbert seconded. Approved.

3) **Audit Update -**

Lynette reported that the auditors' last day in the agency office was May 18th. They have concluded their field work and testing and are currently writing the report. There are several layers of approval before the report is final. If the timeline holds, the lead auditor, Mary Cain, will discuss the report to the Executive Committee at the August Executive Committee meeting.

Preliminary indications lead us to believe there will be no findings; however those final decisions are made by the Comptroller of the Treasury. We anticipate one observation, which has a lesser degree of concern than a finding. We expect an observation due to the agency not having an Audit Committee in place. The Council's quick response and detailed plan to establish an Audit Committee was noted by the lead auditor as a positive that may prevent a more severe finding.

Lynette reviewed the upcoming steps for establishing an Audit Committee by the end of the calendar year:

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

4) **Council Appointments Update (Memphis)**

Wanda reported that the staff is recommending the name of Alicia Hall be submitted to the Governor's office for consideration to fill the Council position occupied by Douglas Hall. Alicia is a Partners graduate and the parent of a son with a visual impairment. She is African American. Alicia will be an excellent Council member and help us meet our cultural and disability diversity goals.

5) **Federal Budget Update**

Lynette reported that State Councils on DD received an increase in our appropriation in the Omnibus Bill funding for the current fiscal year which hopefully sets us up for level funding next year.

Yesterday the office received the final notice of award for the FY18 allotment. The FY18 award, retroactive to October 1, 2017 is \$1,461,396, which is a \$3,610 increase above the FY17 funding.

The Office of Government Management (OGM) is implementing a new interpretation of the timeframe Councils have to obligate and spend their federal awards. Councils will no longer have a third year to spend their grant money. Other federal programs allow spending in the third year, which is why Councils have questions about the new process. We have just learned that AIDD has delayed implementation of the new process until the federal FY19 appropriation to allow Councils to plan for the change in interpretation and avoid unspent third year dollars.

The delay of implementation of the new ruling until the FY19 appropriation allowed us to obligate the remainder of the FY16 award, which has freed up approx. \$150,000 of the FY17 award. These funds must be obligated into contracts by September 30, 2018, or they will revert.

Since the DD Act requires collaboration across the DD Network, we recommend short term initiatives with our DD Network partners that could be in place for a September 30, 2018 obligation deadline. Potential collaborations include voting initiatives, rural county outreach, multicultural projects, and collaboration with the independent living network.



The goal is to get the ideas in writing in the next few weeks for staff and Executive Committee review. At our next call we will want to finalize any actions toward the proposals.

- 6) July 3rd Executive Committee Call has been rescheduled for Thursday, June 28th.
- 7) **Motion to Adjourn**

At 11:46 Serina moved for adjournment. Steve seconded. Approved.

Next call: Thursday, June 28, 2018 at 11 a.m. Central/12 noon Eastern

Upcoming meetings:

- Tuesday, August 7, 2018 at 11 a.m. Central/12 noon Eastern
- Wednesday, September 12, 2018 at 3 p.m. Central/4 p.m. Eastern @ Embassy Suites Nashville Airport

Prepared by: Lynette Porter, Deputy Director
Approved by: Wanda Willis, Executive Director