



## Council Executive Committee

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Location: Embassy Suites Nashville Airport  
Embassy Boardroom,  
10 Century Blvd., Nashville, TN 37214  
Date: Thursday, September 12,, 2019  
Time: 3:30 P.M. CDT/4:30 P.M. EDT

**Present:** Tecia Puckett-Pryor, Tatum Fowler, Lesley Guilaran, Ryan Durham, Lisa Johnson

**Absent:**

**Staff:** Wanda Willis, Lynette Porter, Ashley Edwards

1) **Call to Order**

After ascertaining there was a quorum, Tecia Puckett Pryor, Chair, called the meeting to order at 3:30 p.m.

2) **Consent Agenda: Approve today's Executive Committee Agenda and August 2019 Executive Committee Minutes**

No discussion.

***Lesley Guilaran moved for approval; Tatum Fowler seconded. Approved.***

3) **Executive Committee Orientation**

Wanda Willis, Executive Director, thanked new Executive Committee members for their willingness to serve in leadership roles for the Council. This orientation covered topics including:

- An introduction to the Administration on Community Living and the National Association of Councils on Developmental Disabilities;
- The charge of the Developmental Disabilities Act to address the stated needs of the families who authorized the law, including the development of State Councils, University Centers for Excellence in Developmental Disabilities, and the Protection & Advocacy Systems;
- The role of private citizens and state agency representatives to the Council;
- Key responsibilities of the Executive Committee members (council governance, focus on agency mission, build consensus and trust on committees and throughout the Council, recruit and build excellence in leadership across the state);
- Logistics of serving on the Executive Committee (monthly meetings with the Executive Director, how to provide advice on "big picture" and administrative issues, reviewing budget reports, agendas, and funding approval for requests up to \$25,000);



- Council Standing Committees (Public Policy Committees, Evaluation Committee, Communication Committee; the Audit Committee is an additional standing committee that is separate from the Executive Committee to avoid any appearance of a conflict of interest);
- Council Standing Committee Chair Role (discuss and approve committee agendas with Council staff, facilitate committee meetings, assure that committee accomplishes the agenda, make sure everyone participates, help group stay on topic, summarize outcome of discussions and identify clear next steps, report results of committee meetings at Council meetings);
- Expectations of Executive Committee Leadership (respect, openness, trust, and confidentiality).

#### 4) **Staff Update**

Wanda reminded the committee that Ned Andrew Solomon, Director of the Partners in Policymaking™ plans to retire in December 2019. Ned Andrew has worked for the Council for nearly two decades and has provided a wealth of expertise and leadership in the area of training across the state. The Council plans to celebrate Ned Andrew's tenure during the November meeting. A job description is being drafted by the staff to begin the process of recruiting a new Director of Leadership Development, in alignment with our state plan goals. Wanda shared an updated organizational chart with the Executive Committee to highlight the position name change for future staff. The goal for releasing this position announcement through the State Department of Human Resources is October 2019.

Lesley Guilaran suggested developing training opportunities for the Inclusive Higher Education programs across the state. Members discussed the importance of utilizing budget set aside for leadership activities.

Wanda expressed gratitude for council staff and Executive Committee for stepping up during her medical leave this summer.

#### 5) **Budget Updates**

Lynette Porter, Deputy Director, shared with the committee that the Tennessee Council received notice this week that we will receive \$40,382 as a result of the redistribution of the Puerto Rico council allotment. We have until September 2020 to allocate that money, and until September 2021 to spend it down.

The Council is fully obligated for this fiscal year.

The Council received an unsolicited request from Friends Life Community for a project called Advocacy Through the Arts. Committee members reviewed the one-page project overview, attached to these minutes. This project will create programming in Carroll County, Tennessee by using art to help individuals with disabilities engage in self-advocacy activities. This is a short-time funding project and [Friends Life Community](#) is responsible for finding funding to



sustain this project.

Lesley voiced that Carroll County has a growing arts community, including growing businesses led by artists. In her opinion, this project seems like one that would match the needs and energy in this part of the state.

***Ryan Durham moved to approve funding for the Advocacy Through the Arts project. Lisa Johnson seconded. No discussion. Approved.***

6) **Review September 13 Council Meeting Agenda**

Wanda reviewed the agenda with the Committee. We will award Mildred Sparkman a staff service award for her time spent working for the State. During the business portion of the meeting, Tacia will recommend members of the Audit Committee including appointment of the Audit Committee Chair. In addition, the Council will make a recommendation to the Governor for Vice Chair. Members will review and sign policies related to their work on the Council. Committees will meet and report out. Just before lunch, we will recognize Clancey Hopper for her appointment to the Self-Advocate Leadership Circle from the National Association of Council on Developmental Disabilities. After lunch, Lauren Percy, Public Policy Director, will share a presentation on Public Policy and Brian Keller will present the results of a Council funded voting accessibility project. The will invite public comment at the end of our Council meeting.

7) **Motion to Adjourn**

Before adjournment, the Executive Committee discussed moving the regularly scheduled calls to match new Executive Committee members. Lesley will check her schedule and e-mail Ashley an update for daytime hours she may be available. Ashley will e-mail the group to request a schedule and we'll make a final decision for October and December calls.

***At 5:09 p.m. Tatum moved for adjournment. Ryan seconded. Approved.***

**Next meeting:** Wednesday, November 13, 2019 at 3:30 p.m. Central/4:30 p.m. Eastern.

**Next call:** Tuesday, October 8, 2019 at 11:00 a.m. Central/12:00 p.m. Eastern

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Prepared by: Ashley Edwards, Executive Assistant

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Approved by: Wanda Willis, Executive Director