

**TENNESSEE COUNCIL ON DEVELOPMENTAL DISABILITIES**  
**EXECUTIVE COMMITTEE CALL**  
**OCTOBER 7, 2015**  
**11:00 A.M. CDT/12 NOON EDT**  
**MINUTES**

**Present:** Roger Gibbens, Evan Espey, Tommy Lee Kidd, Reneé Lopez, Debbie Riffle

**Staff:** Wanda Willis, JoEllen Fowler, Lynette Porter

Roger Gibbens, Chair, called the meeting to order at 11:06 a.m. and welcomed the newest members, Debbie Riffle and Reneé Lopez.

**1) Review agenda; approve minutes**

Roger reviewed the Executive Committee agenda.

***Evan moved to approve the September 17, 2015 minutes as written. Tommy Lee seconded. Reneé & Debbie abstained (they did not attend the September 17th meeting). Approved.***

**2) Executive Committee Orientation**

Wanda presented an orientation for new Executive Committee (EC) members. She reviewed roles of the National Association of Councils on Developmental Disabilities and the TN DD Network. All 4 TN DD Network agencies are funded by Congress and we talk and collaborate regularly.

Wanda discussed the make-up and purpose of the Executive Committee explaining that responsibilities go beyond attending the Council meetings. For example, EC members develop a deeper understanding of our budget process and have the authority to approve funding requests up to \$25,000. One example of the Executive Committee approving grant funds is the ASAN Leadership Academy taking place this week. Because the Committee may discuss sensitive issues members are expected to keep Committee discussion confidential. Lynette and JoEllen are the staff who usually join Wanda for EC meetings and calls.

Occasionally standing committees will meet in between Council meetings. Wanda discussed how standing committee agendas are developed and reviewed the role of the chair in committees – meeting facilitation, consensus and trust building, making sure everyone has a chance to speak, and accomplishing the agenda.

It was suggested that members review policies, including the conflict of interest policy. Members were reminded to distinguish personal views vs. a Council position when speaking to others about disability issues. Remember that the Council is an office of the executive branch and falls under the Governor's office. Anytime members have a

question about speaking publicly on disability policies or issues, feel free to call Wanda to discuss.

**Staff will send the Council purpose statement, the DD Act principles & Council policies to the Committee.**

**3) Budget update – Reduction Plan**

Lynette presented information on the Council’s budget reduction plan. At the September 17 Executive Committee meeting, the Committee reviewed the state budget for FY 2016-2017. The Governor has asked all agencies to submit a reduction plan showing the impact of a 3.5% state funding reduction. The Governor stressed that it is not likely that agencies will sustain the 3.5% cut, but he will review what that impact would be for each state agency.

The Council reduction plan includes a \$7,200 reduction in state funds, which has a corresponding reduction in federal funding of \$21,600, resulting in a total budget reduction of \$28,800. In the impact statement, the Council cited two clauses in the DD Act that are relevant: 1) The DD Act requires state assurances regarding reasonable state financial participation. Since the state currently provides 10% of the necessary 25% match, and the Council generates the remaining 15% in community initiatives, it may be a compliance issue if the state further reduces their financial participation; and 2) There is a maintenance of effort clause in the Act which requires a state to expend an amount that is not less than the amount spent in the previous year.

The Governor will review the proposed budget in November and prepare a final budget proposal for the legislature in late January/early February. The legislature will take action on the Governor’s proposed budget by passing the appropriations bill.

**4) Plans for Proposal Review Committee for Michael Smull Proposal**

An ad hoc committee will be created to review a proposal for Person Centered Organization training for Managed Care Organizations that will be providing services through a new Medicaid Waiver program beginning July 2016. This project would provide intensive 10-month training to the MCO’s, like the Council provided for DIDD 8 years ago. It is transformational, linking policy and operations decisions to the individuals being served. This training is brand new to MCOs and has the capacity to change the system. It will lay the foundation for how they do their work.

Staff expect to receive the proposal from Michael Smull next week. Smull and his associate, Mary Lou Bourne, are national experts in the disability field. Roger Gibbens has appointed Evan Espey to chair the ad hoc committee. We will recruit 5-6 Council members to serve on the Committee. We are looking for a diverse committee of members who have time to invest in the review process. Most communication is expected to be via conference calls.

TennCare and DIDD staff will also be invited to provide input into the work plan to ensure it covers everything needed in the proposal.

**Wanda will draft bullet points about what is expected by those who serve on the committee and send to Evan.**

**Staff will resend the proposal for PCO training for MCOs to the Committee.**

#### **5) Review Retreat plans/agenda**

Wanda gave a broad overview of the retreat agenda. It is organized much as it has been in the past but staff will review last year's initiatives in less time than usual because we want to spend more time on the state plan, reviewing the needs assessment and the public input. Members will discuss how to translate the needs we see and hear about into Council goals that can make a difference at the policy level.

Staff will also provide an overview of the new Executive Order (EO). Wanda talked with the Governor's communications office about having a photograph to commemorate the EO. We will get on the docket in January or February (when the Governor's office schedules photo opportunities). We will plan publicity about the new EO after the public signing event in January/February.

Roger proposed that the Executive Committee meet briefly on Sunday evening before the retreat to review the agenda and see if there are any details we need to cover.

**Everyone agreed to meet at 4:30 p.m. Central for 30-60 mins. at the hotel.**

Two things that are different about being at a hotel vs. the state park are 1) members will pay for most meals and get reimbursed with per diem and 2) there will not be a hospitality suite. These items will be explained in the Retreat Details document to be sent next week.

**Staff will include copies of the new Executive Order in Retreat folders.**

**JoEllen will send proposed 2016 Council meeting dates to Roger & Tommy Lee. If both are available for those dates, we will confirm and add them to the agenda.**

***At 12:25 p.m. Tommy Lee moved for adjournment, and Evan seconded. Approved unanimously.***

Next Executive Committee meeting: October 25, 2015 @ 4:30 p.m. CDST/5:30 p.m. EDST @ Embassy Suites Airport

Next Executive Committee call: Wednesday, December 2, 2015 at 11:00 a.m. CDST/12:00 noon EDST. The November call was canceled.

Prepared by: JoEllen Fowler, Administrative Assistant

Approved by: Wanda Willis, Executive Director