



Council Executive Committee

Location: Conference Call
Date: Tuesday, December 4, 2018
Time: 11:00 A.M. CDT/ 12:00 P.M. EDT

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

Absent: None

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 11:00 a.m.

2) **Consent Agenda: Approve today's Executive Committee Agenda and November 1, 2018 Executive Committee Minutes**

No discussion.

Lisa moved to approve the consent agenda. Ryan seconded. Approved.

3) **Memorandum of Understanding with Department of Human Resources**

Wanda explained that the Council on Developmental Disabilities has an agreement with the TN Department of Human Resources (DOHR). In this agreement, which began in 2015, DOHR provides services as they relate to HR. On Wednesday, Wanda and Lynette will meet with Kim Yap to update this MOU.

4) **New Council Positions:**

As discussed during the November Executive Committee meeting, the Council has created a new position: Information Specialist. This person provides the Council more staff power to carry out trainings, attend exhibits, create content, and connect with citizens across the state. The Council has seen a substantial increase in requests to attend these community events and they are instrumental to the goals and activities of the Council. Emma Shouse Garton will move into this position in January. Emma has created the communications effort of the Council as a stand-alone agency, and will be able to focus her energy and expertise in disability to this position. It allows her time to connect with people, continue to have a pulse on the disability landscape in Tennessee, and provide essential outreach across the state on behalf of the council.

The position that Emma vacates will be relabeled as Chief Public Information Officer. This



person will have experience and training Public Relations and messaging. Since the Council has become a free standing state agency, it has become a clear need for someone to direct a high-level view of how the Council shares its work and impact with people across the state.

5) **Budget Process and Updates**

On Wednesday, Council staff will meet with the head of budget for the State to review its request for next year's budget. During the last Executive Committee meeting, committee members reviewed and approved this information.

The Council staff intends to ask for a revision to this original request, to include a no cost budget revision for two staff positions that will help fill roles in training and public information. There was discussion about the need to reorganize office space to accommodate new staff, a desire to intentionally and transparently connect staff with their experience and strengths, and consensus around continuing the momentum the Council is having on the state.

Evan motioned to support the revision of the budget. Ryan seconded. Approved.

6) **Audit Committee Next Steps**

Lynette updated the Executive Committee on processes related to the Audit Committee. Audit Committee Charter has been submitted to the Comptroller's Office for final approval. The Audit Committee will begin review of the annual Agency Risk Assessment next week.

8) **Motion to Adjourn**

At 11:38 p.m. Evan moved for adjournment. Serina seconded. Approved.

Next call: Tuesday, January 8, 2018 at 11 a.m. Central/12 noon Eastern.

Prepared by: Ashley Edwards, Executive Assistant
Approved by: Wanda Willis, Executive Director