

## Council Executive Committee

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Location: Embassy Suites Nashville Airport  
Alabama Room  
10 Century Blvd., Nashville, TN 37214  
Date: Wednesday, November 2, 2016  
Time: 3:00 P.M. CDT/4:00 P.M. EDT

**Present:** Tommy Lee Kidd, Evan Espey, Lisa Johnson, Tecia Puckett Pryor  
**Staff:** Wanda Willis, Lynette Porter, JoEllen Fowler

Tommy Lee Kidd, Chair, called the meeting to order at 3:19 p.m.

1) **Review Agenda; Approve Minutes**

Tommy Lee reviewed the Executive Committee agenda.

*Lisa moved to approve the September 15, 2016 Executive Committee minutes as written. Evan seconded. Approved.*

2) **Update on Nomination of Vice-Chair**

Wanda checked in with the Governors' office about Serina Gilbert's nomination for Council Vice-Chair. They hope to be able to review with the Governor on Friday.

3) **2016/17 Spending Plan**

Lynette reviewed the Council Spending Plan, which is our legislatively approved state budget. Lynette explained that 'spending authority' represents the amount we have to spend this fiscal year. We have two years to obligate federal dollars and three years to spend them.

316.14 is our budget code in the Governor's budget, which will be introduced to the General Assembly in February. The General Assembly passes the final budget that will be implemented in July 2017.

The Federal budget is currently appropriated through a Continuing Resolution until Congress passes the current year's budget appropriation. We will spend the federal allotment conservatively, in case we experience funding cuts after the election.

4) **State Budget Process for 316.14**

Lynette reviewed the budget cycle, which just started. In November the Governor meets with all

Cabinet level agencies. We have been notified that it is not necessary for us to meet with the Budget staff of the Dept. of Finance & Administration this year. The Governor will present his budget to the legislature at the opening of the session. At that point it is in the hands of the legislature to pass the budget. Council staff will likely present to the House and Senate committees as our budget moves along in the process. By law, the state must have a budget passed by June 30<sup>th</sup>.

5) **New Committee Structure Discussion**

Wanda reported that we want Council committees to meet at the February Council meeting. For years we have had three standing committees: Legislative & Public Policy, Planning and Projects Review. In the last 2 years committees have only met once.

Legislative & Public Policy will still be a standing committee. Instead of Planning we propose a Communications Committee chaired by Tecia. We have a Communications Director and a Communications Plan that will guide the agenda of that committee.

Since we do not have as many grant projects as we used to, we are proposing an evaluation committee to oversee evaluation of the impact of all Council activities. Lisa will chair this committee.

Wanda has met with Council staff who will draft a purpose statement for each of these committees. The Executive Committee will review the drafts, then the Council will vote at the February meeting to formally change the standing committees of the Council.

We discussed the role of Council committee chairs. Primarily, the committee chairs will facilitate the discussion, make sure all agenda items are covered and that everyone on the committee participates in the discussion.

6) **Review Retreat agenda**

Tommy Lee reviewed the Retreat agenda. We are very fortunate to have Michael Smull from Support Development Associates to present on Thursday morning.

7) **Other**

- The December 7<sup>th</sup> Executive Committee Conference Call is rescheduled for **Nov. 30 @ 11:00 A.M. Central/12 noon Eastern**
- The current EC call time and day is good for everyone so we will continue to have calls on the first Wednesday of each month at 11:00 A.M. Central/12 noon Eastern

***At 4:39 p.m. Evan moved for adjournment, and Lisa seconded. Motion approved***

Prepared by: JoEllen Fowler, Administrative Assistant  
Approved by: Wanda Willis, Executive Director