



Council Executive Committee

Location: Conference Call - Zoom
Date: Tuesday, March 9, 2021
Time: 11:00 a.m. CDT/12:00 p.m. EDT

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

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 **11:05 a.m.**

2) **Consent Agenda: Approve today's Executive Committee Agenda and February 2021 Executive Committee Minutes**

There was no discussion.

Lisa Johnson moved for approval; Lesley Guilaran seconded. Approved.

3) **Review of February Council Meeting Feedback**

Wanda Willis, Executive Director, reviewed evaluation feedback from the February Council Meeting with the Executive Committee:

One council member requested that the PowerPoint slides be sent to members ahead of the meeting. Staff have worked to create an updated materials timeline that will allow them to send the slides to members one week ahead of the May 7 council meeting.

Additionally, a member shared that they are unsure what their role is as a council member. This is the second time this comment has appeared on a council meeting evaluation, the first appearing in November 2020. Staff have since updated new member orientation materials to clearly and succinctly identify the roles and responsibilities of council members and continue to look for opportunities to provide this information to current council members. One suggestion was made to offer a "refresh" on orientation materials for current members. Another suggestion was made to follow up intentionally with new council members a year after they've gone through orientation. Staff will incorporate both suggestions into action items in the coming months.

During the council meeting in February, council members identified a need for updated executive committee minutes on the Council's website. Staff have since updated the website to include all the approved Executive Committee meeting minutes, through January 2021. In addition to posting to the website, staff will email the draft versions of the minutes to Council



members to improve transparency for the executive committee meeting discussions.

4) **State Plan Goal 4 Review**

The Executive Committee of the Council reviews on activities related to Goal 4 of the current Five-Year State Plan: Supporting and Developing Council Members. Activities under this goal include supporting council members in learning and development during each state plan year, providing technical assistance and training to Council members to facilitate their growth and development as advocates, providing learning and development opportunities so that Council members may have the knowledge and skills to engage in systems change advocacy, and supporting council members to participate in work groups, conferences, and/or trainings as appropriate to increase their knowledge or skills in order to increase their ability to assist in achieving state plan priorities.

The committee reviewed materials that indicated that each objective has been met within 10% of the goal. **The committee determined that the Council made adequate progress toward Goal 4: Supporting and Developing Council Members.**

The committee requested that staff create easier to understand materials, if possible, to help support committee members in determining progress toward goal areas. An infographic such as the format used for the other 3 goals was suggested.

5) **New Member Update**

Wanda shared that Ernie Roark, who was appointed to represent East Tennessee Development District, has a consistent conflict with work that may prevent him from completing his term. Staff is reaching out to Ernie and will update the executive committee in April with this status.

6) **Budget Update**

The Council received notification of its FY21 federal award in February. The award indicated the council will receive the same level of funding as it did in FY20.

6) **Motion to Adjourn**

At 12:05 p.m. CST / 1:05 p.m. EST Lesley Guilaran moved to adjourn the meeting, Tatum Fowler seconded. Approved.

Next call: April 13, 2021, 11 a.m. CDT / 12 p.m. EDT
May meeting moved to May 6, 2021, 11 a.m. CDT / 12 p.m. ED

Prepared by: Ashley Edwards, Executive Assistant

Approved by: Wanda Willis, Executive Director