



## Council Executive Committee

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Location: Virtual Meeting (Zoom)  
Date: Tuesday, June 13, 2023  
Time: 11:00 am CST / 12:00 pm EST

**Present:** Tecia Puckett Pryor, Edward Mitchell, Sarah Cripps, Ryan Durham

**Absent:** Clancey Hopper

**Staff:** Lauren Percy, Lynette Porter, Ashley Edwards

1) **Call to Order**

After confirming there was a quorum, Tecia Puckett Pryor, Chair, called the meeting to order at **11:03 a.m. CST / 12:03 p.m. EST.**

2) **Consent Agenda: Approve today's Executive Committee Agenda and May 2023 Executive Committee Minutes**

The committee reviewed the agenda and minutes with no discussion.

***Ryan Durham moved for approval as edited; Edward Mitchell seconded. Approved.***

3) **Deputy Director Updates**

Lynette Porter, Deputy Director, presented two updates to the committee.

- Per the Open Records Act, the agency reports to the Executive Committee annually the total number of public record requests the Council has received. This year, the Council has received one request from the public. Ultimately, this record was not a Council record, and instead was a Department of Human Resources record. Staff successfully transferred the formal request to that agency. This process of transferring requests is new to our agency and was successful thanks to the leadership of Office Resources Manager, JoEllen Fowler.
- When new members are appointed this year, there will be a vacancy on the Audit Committee. Per charter, the council chair brings a recommendation to the Council for a vote to replace a vacancy on the Audit Committee. Staff are currently reviewing the resumes of our current members to identify members who have the required background to serve on the committee. Staff will share this analysis with the Council Chair in the coming months for review ahead of the September Council meeting.

4) **Executive Director Updates**

Lauren Percy, Executive Director, presented three updates to the committee:

- **Joint needs assessment:** The Council will begin its process of creating and disseminating a federally required Needs Assessment of Tennesseans with disabilities ahead of completing its next Five Year State Plan. The Council plans to collaborate with other organizations funded through the Administration on Community Living (ACL),



including the University Centers for Excellence in Developmental Disabilities (UCEDDs) and Protection and Advocacy Organization known as the DD Network. Tennessee would be the first state to attempt a “Joint Needs Assessment”. Historically, each organization creates and disseminates separate needs assessments. The purpose of this project is to create comprehensive summary about disability in Tennessee that can be shared across the DD Network and become a shared resource for the Tennessee disability community. To that end, Council staff have requested support from Vanderbilt University in creating and disseminating a collaborative survey and focus groups. Contract activities for FY24 are survey instrument development, survey dissemination, and focus groups. This funding request would result in a contract start date of September 1, 2024. A second phase in FY25 may include analyzing, summarizing, and publishing the data collected, which are not included in the request discussed today.

**Sarah Cripps moved to approve the Joint Needs Assessment project with Vanderbilt University, with funding up to \$24,999 and a contract start date of September 1, 2023. Ryan Durham seconded. Executive committee members voiced positive hopes for a combined assessment that could be shared broadly with the disability community, state agencies, and our ACL partners. The motion passed unanimously.**

- **Reminder: take the Council Member Summer Survey:**  
[https://stateofennessee.formstack.com/forms/council\\_member\\_summer\\_survey\\_2023](https://stateofennessee.formstack.com/forms/council_member_summer_survey_2023)  
This survey is needed to collect federally-required data from Council members. Other questions will help the Council staff in planning for the next fiscal year of Council meetings, including new committee assignments.
- **May Council meeting recap:** Members reported that the meeting was positive, accessible, and beneficial. Staff are preparing for the September meeting, which will be spent summarizing activities and outcomes from FY23. Council members will determine whether the Tennessee Council is making progress on its annual goals and its 5-year state plan. Executive Committee members made the following recommendations for future Council meetings:
  - A chance to hear from external speakers about new programs
  - Intentional engagement of members who typically sit in the back of the room and participate less frequently

## 5) **Other Business**

Lauren Percy, Executive Director, thanked the committee for its participation in sending condolences to Clancey Hopper’s family on the loss of her father. Lauren shared that Council staff is looking carefully at the current staffing of the Council to determine how to hire for its current vacancy. Staff are also exploring an online application for members, which will be presented to the Executive Committee before it is launched. Finally, Lauren asked the Executive Committee to hold September 14, 2023, for member orientation before the next Council meeting. Details will be finalized when the appointments are confirmed.



6) **Motion to Adjourn**

***At 11:54 a.m. CST / 12:54 p.m. EST Sarah Cripps moved to adjourn the meeting. Edward Mitchell seconded. Approved.***

**Next meeting:** Tuesday, August 13, 2023, 11:00 am CST / 12:00 p.m. EST (Virtual – Zoom)

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Prepared by: Ashley Edwards, Executive Assistant

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Approved by: Lauren Percy, Executive Director