



Council Executive Committee

Location: Virtual Meeting (Zoom)
Date: Wednesday, July 26, 2023
Time: 1:00 pm CST / 2:00 pm EST

Present: Ryan Durham, Sarah Cripps, Brent Wiles, Clancey Hopper

Absent: Edward Mitchell

Staff: Lauren Percy, Lynette Porter, Ashley Edwards

The Committee conducted this meeting by electronic means of communication (Zoom for Government). Members of the committee reside across the state, which is key to their ability to represent the diversity of Tennessee. The matters considered by the Executive Committee at that meeting required timely action by the body and physical presence by a quorum of the members is not practical within the period of time requiring action. Required public notice was given.

1) **Call to Order**

After confirming there was a quorum, Ryan Durham, Chair, called the meeting to order at **1:11 p.m. CST / 2:11 p.m. EST.**

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

The committee reviewed the agenda and minutes with no discussion.

Sarah Cripps moved for approval as edited; Brent Wiles seconded. Approved.

3) **Council Member Policy Review (Action Item)**

Lynette Porter provided an overview of updates to two Council member policies. Both of these policies had not been updated in several years and are annual policies that members sign during the first business meeting of the year (set for September 15, 2023 this year). These updated policies are attached at the end of these minutes.

- **Council Member Conflict of Interest Policy**

- Summary of updates:

- Overall, the policy was edited for plain language and clarity.
- The opening section of the policy was updated to include language about the nature of the work of the Council and the makeup of membership, which could lead to discussions with potential conflicts of interest.
- Language was edited to align with potential financial gain, which is an assurance required in the Developmental Disabilities Act of 2000 (DD Act), the federal statute that creates and charges State Councils action.

- Discussion:
 - Committee members provided positive feedback on the plain language and clarity edits and alignment to the DD Act.
 - Committee members voiced some concern about the use of the word “family members” to determine a potential conflict of interest without providing a definition somewhere in the policy. The Executive Committee would like to approve the policy as written, with the understanding that they will have an official edit to include this definition during a future meeting.

Sarah Cripps moved that the Council Member Conflict of Interest Policy be approved as written, with the understanding that the committee will revise language defining “family member” at a future meeting. Brent Wiles seconded. Clancey Hopper was not present for the vote and thus abstained. Motion passed unanimously.

- **Council Member Public Communication Policy**

- Summary of updates:
 - Overall, the policy was edited for plain language and clarity.
 - The background section was removed, as it is an outlier and a section not currently included in other operational policies of the Council.
 - The content was organized into two sections: “Social Media” and “External Engagements”.
 - Reference to specific social media platforms (Facebook and Twitter) were removed. Instead, language that covers all current and new forms of social media was included.
 - When sharing or posting Council-related content, Council members should use “clear, plain language”. This is a change from “professional language” and is aligned to our current priorities and practices.
 - In the external engagement section, duplicative items were deleted.
- Discussion:
 - Members requested that language used regarding nonpartisan voice currently included in the “External Engagement” section also be used in the “Social Media” section. **Staff will amend the policy to reflect this addition.**

Sarah Cripps moved that the Council Member Public Communication Policy be approved as amended during the discussion. Brent Wiles seconded. Clancey Hopper were not present for the vote and thus abstained. Motion passed unanimously.



- 4) **Motion to Adjourn**
At 1:47 p.m. CST / 2:47 p.m. EST Sarah Cripps moved to adjourn the meeting. Brent Wiles seconded. Approved.

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

Prepared by: Ashley Edwards, Executive Assistant

Approved by: Lauren Percy, Executive Director