



OFFICIAL MEETING MINUTES

Department of
DISABILITY & AGING

Date: February 23, 2026

Subject: Family Support State Council

Dear Members,

Please find attached a summary of the Family Support State Council meeting held on February 3, 2026, at the Stamps Building, Room 2114, 291 Stewarts Ferry Pike, Nashville, TN 37214, with an option to attend in the alternative via Microsoft Teams. The next meeting will be at 10:00 a.m. on **Tuesday, May 5, 2026**. An Outlook calendar invitation will be sent to your e-mail for the meeting, which is planned to be held in-person in Nashville with a hybrid option via Webex. If you have any questions, please call me at 615-626-1579.

Sincerely,


Jenna Martin

DDA Director of Developmental Disability Services
Statewide Family Support Coordinator

Cc: DDA Family Support State Council
DDA Regional Family Support Staff
Family Support Agencies
Brad Turner, DDA Commissioner
Theresa Sloan, DDA General Counsel
Seth Wilson, DDA Senior Associate Counsel



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MEETING CALLED BY CHAIR & FACILITATOR

ERROL ELSHTAIN

TYPE OF MEETING

DDA STATEWIDE FAMILY SUPPORT STATE COUNCIL

MEMBERS PRESENT IN PERSON

Errol Elshtain (District 5)

MEMBERS WHO JOINED VIA WEBEX

Lori Keifer (District 2), Chrystal Murphey (District 3), Chrissy Hood (District 6), Kimberly Boyd (District 7), Diana Bawcum (District 8), Lynette Porter (TN Council on Developmental Disabilities), Crystal Hicks (TNCO), Carrie Carlson (TN Disability Coalition), Yolanda Beason (DDA At Large)

MEMBERS ABSENT

Rebecca Simerly (District 1), Shannon Pargin (DDA at Large),

OTHERS PRESENT IN PERSON

Elaine Broyles (HATS), Seth Wilson (DDA Senior Associate Counsel), Jenna Martin (Statewide Family Support)

OTHERS PRESENT WHO JOINED VIA WEBEX

Patrice Taylor (Helen Tucker), Pam Sykes (Madison Haywood), Michelle Harris, Latisha Maxwell & Troy Allen (Shelby Residential and Vocational Services), Lorie Golden & Donna Bryant (Arc of Davidson County & Greater Nashville), Marci Cohen & Shae Herrick (Arc of Williamson), Melanie Oberg (Buffalo River Services, Inc.), Christy Jensen (Community Development Center), Sarah Reeves (DSDC), Marilyn Harris (Pacesetters), Claressa Ham (UCP), Rachelle Duncan (SAI), Brittany Richardson, Regina Wilson & Myra Selgado (Emory Valley Center), Kristi Tankersley (Orange Grove Center), Katie Powers & Michelle Kaiser (PDI), Amber Harris (TARP),



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Tammie Browning (Middle TN Family Support), Jill Kiehna & Tonya Jones (East TN Family Support), Tanya Hardy (West TN Family Support)

CALL TO ORDER/INTRODUCTIONS/APPROVAL OF MINUTES

Family Support State Council Chair, Errol Elshtain, welcomed everyone and made introductions of the Council members and stated that they have a quorum. An introduction of DDA Family Support Regional Coordinators, agency Family Support Coordinators, and community members were then made.

Since the majority of the quorum is virtual, all votes at this meeting were held by roll call of the Council.

The meeting minutes from November 5, 2025, Family Support State Council meeting were reviewed.

Chrystal Murphy made a motion to approve the minutes as corrected, and Yolanda Beason seconded the motion.

- Roll Call Vote
 - Lori- yes
 - Chrystal-yes
 - Errol- yes
 - Chrissy- yes
 - Diana- yes
 - Lynette- yes
 - Crystal- yes
 - Carrie- yes
 - Yolanda- yes

- The meeting minutes were approved as corrected.



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STATEWIDE UPDATES

- Jenna Martin presented the updates to the Council. She noted that the Family Support Satisfaction Surveys have been pulled and sent to each coordinator for distribution to families. Jenna asked the agency coordinators to please send these out as soon as possible to allow families time to complete. The results of the Survey will be presented to the Council at the May 5, 2026, meeting. This is a 10% sample year. A new question was added to the Survey, asking the individuals filling out the Survey if there is interest in joining the Local, District or State Council in effort to recruit additional members for the Councils.
- Website update- direct downloads for the Spanish and Arabic forms have been removed from the front of the Website, but it is now noted on the Website that these documents are still available for anyone who needs these by contacting jenna.s.martin@tn.gov.
- #IamASDinTN Campaign- If you know someone with autism in Tennessee who would like to share their story, please email jenna.s.martin@tn.gov by February 28, 2026. They could be featured on the Autism Council website in celebration of Autism Awareness Month in April.

COMMITTEE UPDATES

POLICY PROCEDURES EVALUATIONS COMMITTEE

- A motion was made to add the following language under Section 8 "Claims & Reporting" p.28 of the Family Support Guidelines-
 - Families approved for the Family Support Program who applied during the open enrollment period can request reimbursement for services starting July 1 of the upcoming fiscal year.



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- Families approved for the Family Support Program who applied after the fiscal year begins can request reimbursement for services starting from their Intake Form submission date.
 - Roll Call vote:
 - Lori- yes
 - Chrystal- yes
 - Errol- yes
 - Chrissy- yes
 - Kim- yes
 - Diana- yes
 - Lynette- yes
 - Crystal- yes
 - Carrie- yes
 - Yolanda- yes
 - It has been unanimously approved.

Under Section 7 “Contracting” p 25 of the Family Support Guidelines

Lori Kieffer made a motion to update the current language in the guidelines, to the revised language below, Chrystal Murphy seconded the motion.

- Current- All families/individuals shall be notified if they are approved for the program, placed on the waiting list, or are denied. All approvals, disapprovals, and denials shall be completed by September 30th of each funding year.
- Revision- All families/individuals shall be notified if they are approved for the program, placed on the waiting list, in-progress, or are denied by September 30th of each funding year.
 - Roll Call vote:

- Lori- yes
- Chrystal- yes



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Errol- yes
Chrissy- yes
Kim- yes
Diana- yes
Lynette- yes
Crystal- yes
Carrie- yes
Yolanda- yes

- It has been unanimously approved.

PUBLIC AWARENESS TRAINING AND NOMINATION COMMITTEE

Lynette Porter made a motion to approve the definition for Special Needs Trusts/ Supported Decision-Making/Power of Attorney/Conservatorship/Guardianship, Chrystal Murphy seconded the motion.

- Special Needs Trusts/ Supported Decision-Making/Power of Attorney/Conservatorship/Guardianship-The Family Support program will reimburse eligible families or individuals for legal fees for either: (1) the establishment of a special needs trust for the family member with the severe or developmental disability in accordance with state and federal law; (2) for engaging in the process of supported decision-making; (3) for the establishment of a power of attorney for the family member with a severe or developmental disability; (4) for petitioning a court for the appointment of a guardianship over a minor or conservatorship over an adult family member with a severe or developmental disability only when such an appointment would impose the least restrictive alternative upon the family member with a severe or developmental disability which is consistent with adequate protection of the family member, in accordance with Tennessee Code Annotated § 34-1-127; or (5) for petitioning a Tennessee court to modify or terminate an order of conservatorship or guardianship for the restoration of rights for a family member with a



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severe or developmental disability. Any other legal fees must be sent to the DDA Statewide Family Support Coordinator for consideration by the Department in order to be reimbursed by the Family Support program.

- Roll Call Vote:

Lori- yes

Chrystal – yes

Errol – yes

Chrissy – yes

Kimberly- yes

Diana – yes

Lynette- yes

Crystal – yes

Carrie -yes

Yolanda – yes

- The definition was approved.

QUARTERLY FINANCIAL REPORT

The overview of the second quarter financial report is provided below. The following statewide statistical information is from the first quarter financial report as of 02.20.2026 (*this was revised after the meeting and provided to the council*).

- The total number of Family Support Active Participants in the first quarter was **4,688**.
- **14%** of active participants have an intellectual disability.
- **86%** of active participants have a severe or developmental disability other than an intellectual disability.
- Autism Spectrum Disorder continues to be the highest served disability **1,714**
- Intellectual Disability is the second highest served disability **657**



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- Health impairment is the third highest served disability **460**
- Developmental Delay is the fourth highest served disability **408**
- The number one service type continues to be Respite **21%**
- The second highest service type was Personal Assistance **17.55%**
- The third highest service type was Transportation **12.36%**
- The fourth highest service type was Health Related **7.86%**
- **\$7,147,479.15** was allotted, **\$3,638,607.51** was disbursed, **\$3,508,871.64** was remaining.
 - At the end of the second quarter, there were 244 waiting recipients for the Family Support Program.

REGIONAL ACTIVITIES

WEST TENNESSEE

KARLA GOODMAN- WEST TN REGIONAL FS COORDINATOR

- Karla introduced Beth Robinson, proposed State Council member to represent District 9. That was then put to the State Council for a vote.
 - Roll Call Vote-
 - Lori- yes
 - Chrystal – yes
 - Errol – yes
 - Chrissy – yes
 - Kimberly- yes
 - Diana – yes
 - Lynette- yes
 - Crystal – yes
 - Carrie -yes



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Yolanda – yes

- Beth Robinson was thus approved by the State Council as the State Council Member for District 9.

MIDDLE TENNESSEE

TAMMIE BROWNING- MIDDLE TN REGIONAL FS COORDINATOR

- Tammie welcomed new Agency Coordinators for the following agencies: Buffalo River Services- Melanie Oberg, Arc of Williamson County- Marci Cohen, Developmental Services of Dickson County- Sarah Reeves.

EAST TENNESSEE

JILL KIEHNA- EAST TN REGIONAL FS COORDINATOR

- Provided updates on Programmatic Reviews of the agencies in East TN, which are ongoing but will finish in the near future.

ACTION ITEMS/NEXT MEETING DATE

The next Family Support State Council meeting is scheduled for **Tuesday May 5, 2026**. The meeting will be held in the Stamps Building located at 291 Stewarts Ferry Pike, Nashville, TN 37214. There will be an option to attend the meeting virtually via Webex.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned. Lunch was provided for the people in attendance in the Stamps building.