

Palliative Care & Quality of Life Advisory Council Meeting Minutes

Date:	January 8, 2025	Time:	11:00 – 1:00 PM CST
Location:	710 James Robertson Parkway Nashville, TN 37243 Conference Room 5A	Virtual:	NA

I. Welcome: Meeting called to order by Dr. Mohana Karlekar at 11:02 am.

II. Roll Call: Dr. Mohana Karlekar

Council Member Name:	Classification:	Present:	Absent:
Shelley Hale	Department of Disability and Aging	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Ashley Fedusenko	Erlanger Health System	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input checked="" type="checkbox"/>
Tracy Hills	Vanderbilt University Medical Center – Pediatric Palliative Care	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Karen Hyden	Evergreen Nephrology	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Mohana Karlekar	Vanderbilt University Medical Center – Palliative Care	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Nina Monroe	Tennessee Health Care Association	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Maria Monroe	Gentiva Hospice	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Sandhya Mudumbi	Tennessee Oncology	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input checked="" type="checkbox"/>
Tammy Stokes	Maury Regional Medical Center – Palliative Care	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Anna Lea Cothron	TennCare	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Chelsea Ridley	Tennessee Department of Health	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>

III. Approval of Minutes:

- a. *Tammy Stokes - motioned to approve.*
- b. *Shelley Hale - seconded the motion.*
- c. *9 ayes, 0 nays*

IV. New Business:

a. New Appointments:

- i. **Chelsea Ridley** – Appointed as representative for TDH to replace Sally Pitt as Commissioner of Health’s designee.

1. *Anna Lea Cothron – motioned to approve.*
2. *Tammy Stokes – seconded the motion.*
3. *9 aye, 0 nays*

b. Review the 2024 Palliative Care and Quality of Life Advisory Council legislative report

- i. Summarize recent changes to reporting period for legislative reports. Legislative reporting now 3 years vs. Yearly (due 2027).
- ii. Reflection on works done during the 2023 – 2024 year and data collection methods.

1. Updates to strategies from the 2023 report (the items in red from this report). Strategy 4.d and 5.d – The letter and email has been sent and potentially removing the mapping portion. Email was sent out by HLR as well as the directory information through social media.

- a. Change strategy verbiage from “development” to “explore”.
- b. Strategies: explore previous work and council actions in coming year.

- i. Chelsea Ridley to create a REDCap survey to collect suggestions from each council member to discuss as the next meeting. Includes: strategy, potential partners and checklist question, name, email, etc. This will also be sharing outputs and documents every quarter.

1. *Anna Lea Cothron – motioned to approve.*
2. *Karen Hyden – seconded the motion.*
3. *9 ayes, 0 nays*

ii. Prior to April Council Meeting:

1. Chelsea – REDCap development
 2. Chelsea to send to Sally for dispersal.
 3. After dispersal: take one month to review before April meeting.
 4. Council to review report and be prepared to discuss at April meeting.
 5. Discuss changes, progress, and updates to report during April meeting.
- c. Upon receipt of the updated letter, council members will begin distributing the letter to partners and colleagues to increase reach (for example: professional councils, rural health councils, etc.).

- d. The council to explore existing and new palliative care related training for wide disbursement for provider consumption and use. Potential certificate of completion for training as approved by council.

- i. The council voted to resend the letter to the council members for distribution.

1. *Tammy Stokes – motioned to move forward with this action.*
2. *Tracy Hills – seconded the motion.*
3. *9 ayes, 0 nays*

- ii. The council voted to remove language related to Palliative Care month from the letter.

1. *Tammy Stokes – motioned to move forward with this change.*
2. *Karen Hyden – seconded this motion.*
3. *9 ayes, 0 nays*

- iii. Chelsea will draft email for council for wide distribution.

1. *Tammy Stokes – motioned to move forward with Chelsea creating the draft.*
2. *Karen Hyden – seconded the motion.*
3. *9 ayes, 0 nays.*

e.

- f. For the directory: Keep surrounding states in the form due to frequency of dual-state licensee practitioners.

- g. Outreach through social media was decided that there should be one that goes out directed at providers and a separate one for community members.

- i. Social media posts: Chelsea Ridley has carte blanche control over social media drafts to be shared with the group at the April meeting. After approval, these will be distributed on social media and shared by members.

- c. Co-Chair nomination and voting. Tammy Stokes voiced interest in the position of Co-Chair for the council.

- i. *Anna Lea nominated Tammy for the official position of Co-Chair.*
- ii. *Maria Monroe – motioned to move forward with Tammy Stokes as the council's Co-Chair.*
- iii. *Tracy Hills – seconded the motion.*
- iv. *9 ayes, 0 nays.*

V. Old Business:

- a. **Guest Speaker:** Paige Edwards, Esq., TN Department of Health | Deputy – General Council, In-person vs. electronic attendance, workgroups.

- i. Paige Edwards spoke to the council on the general guidelines regarding electronic attendance and hosting. This included that if there is no physical quorum, the decision on necessity (not convenience) must be made.
 1. Necessity section 4.a (see handout):
 - a. Timely Action
 - b. Record in meetings and why you cannot meet (example: weather).
 2. Facts required in b.2 (see handout).
 3. Determination of necessity must be filed within 2 days with OGC. Secretary of State reports the out to General Assembly per b.3. (see handout)Hybrid meetings:
 - a. **IF:**
 - i. Business cannot wait.
 - b. Must be in Sunshine Notice – always have a Teams option for the public to join.
 - c. Minutes, Agenda, Roll Call vote for quorum. (see attachment for further details)
 4. Virtual meetings are to be used in a crisis or similar situation – not out of convenience. (example: out of town).
 5. Teams meeting c.3 (see handout)
 - a. Notice should have online access. Steps for public comment were also discussed.
 6. The council motioned to proceed with adding public online calls.
 - a. *Tammy Stokes – motioned to move forward.*
 - b. *Karen Hyden – seconded the vote motion.*
 - c. *9 ayes, 0 nays.*
- ii. Work Groups:
 1. A work group, executive session, or task force should only be utilized for a specific purpose to exchange or receive information.
 2. A work session becomes a meeting requiring public notice and minutes when members begin debating or making decisions as a governing body
 - a. Must be agenda item.
 - i. Sally Pitt to serve as an administrative support person and to provide documents to Chair prior to meetings.
 - ii. 3 days out from meeting any supporting documents, agenda, parking, etc. will be distributed to the council.
 - iii. Before council dismissal a Draft agenda will be established.
- iii. Communication with Chair and Council Members:
 1. Assign work and products to send Sally Pitt for addition to the agenda. Staff communication regarding council business should be

limited to information exchange, avoiding deliberation. Council minutes require open meeting votes. Staff can internally review minutes for technical issues, presenting any concerns or chairman feedback at the next council meeting for member vote. Further examples can be shared with OGC for review.

- iv. Proxies and Sunshine Notice: Paige Edwards shared the attached Sunshine requirements and council T.C.A. Proxies are not voting member of the council and cannot count as part of quorum. If a council member must join virtually and quorum is met through in-person attendance, those online cannot vote.
- v. Paige's PowerPoint to be distributed to council after the meeting.

VI. Next Meeting:

a. Agenda Items:

- i. Database – What has it gathered, any updates on uploading schedule, etc.
- ii. Social Media Drafts
- iii. Letter
- iv. Clean up bill – Sally to meet with TDH OGC ASAP.
 - 1. Proposal for why the state definition of Palliative Care is not the one outlined by the council and if it cannot be changed, why? Council gave permission to move forward with clean-up bill, if needed.
 - a. *Anna Lea Cothron – motioned to move forward with the clean-up bill.*
 - b. *Tammy Stokes – seconded.*
 - c. *9 ayes, 0 nays.*
 - 2. Review output from REDCap.
 - 3. Concurrent Care
 - a. Tracy Hills to discuss Concurrent Care. This includes how Michigan and Louisiana have both addressed this care plan. Education on the topic and the potential to make this a revolving topic for the council to revisit at several meetings to stay aware of its movement within the state.

VII. Announcements:

- I. **Public Comment:** No requests for public comment were made; no member of the public was present.

VIII. Adjournment: *Meeting called to adjournment by Anna Lea Cothron. Seconded by Tracy Hills. 9 ayes, 0 nays.*