



Meeting Minutes

Date:	September 26, 2024	Time:	1:00 – 3:00 PM CST
Location:	Tennessee Department of Health 710 James Robertson Parkway Nashville, TN 37243 Conference Room 7F	Virtual:	NA

I. Call to Order: Meeting called to order by Roberts at 1:10 pm.

II. Guest Speaker

- Amanda Ables, MPA, TN Department of Health | Director of Healthcare Partnerships, TN Healthcare Resiliency Program (HRP) Funding Opportunity

III. Roll Call: Conducted by Roberts.

Council Member Name:	Classification:	Present:	Absent:
Senator Rusty Crowe (Non-voting)	TN General Assembly	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input checked="" type="checkbox"/>
Representative Sabi Kumar (Non-voting)	TN House of Representatives	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input checked="" type="checkbox"/>
Keita Cole <i>*Proxy: Jackie Moment</i>	<u>TN Department on Aging and Disability</u>	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Kirk Mason	<u>Stones River Manor</u>	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Angela Jefferson <i>*Proxy: Dr. Leslie Gaynor</i>	<u>Vanderbilt University Medical Center</u>	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Bart Brammer	Person Living with ADRD	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input checked="" type="checkbox"/>
Janice Wade-Whitehead <i>*Proxy: Bart Brammer</i>	<u>Alzheimer's TN, Inc.</u>	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Dawne Bunn	<u>Alzheimer's Association, TN Chapter</u>	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Anna Lea Cothron	<u>TennCare</u>	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Jesse Samples	<u>TN Health Care Association</u>	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Gwyn Earl	<u>LeadingAge TN</u>	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>

VACANT	TN Nurses Association	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Alicia Robeson	TN Department of Mental Health and Substance Abuse Services	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Rochelle Roberts	TN Department of Health	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Laura Musgraves	Family Caregiver Representative	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>

IV. Old Business

- **Alzheimer's Advisory Council Survey 2023:** Interest expressed to review survey findings. Previous discussions did not explore the survey details in depth. The focus should now be on identifying barriers to service, gap areas, and best practices.
- **What to Do Next Trifold and Companion Document:** Priority should be given to launch the trifold and companion document to the public.
 - **Action Item:** Roberts will verify the links, update the QR code, follow up with TDH Communications, and secure promulgation.

V. New Business

- **Introductions**
- **Overview of Legislative Changes:** Summarize recent legislative changes including the administrative shift of the Council to the TN Department of Health, member appointment, working group formation, and three (3)-year report.

In July 2024, the Tennessee ADRD Advisory Council underwent key legislative changes:

- **Movement to the Tennessee Department of Health:** The Council was officially moved under the oversight of the Tennessee Department of Health.
- **Appointments by the Commissioner of Health:** The power to appoint members to the Council was transferred to the Commissioner of Health. Appointments require completion of a Gubernatorial Form, submittal of a CV/resume, acceptance by the Commissioner resulting in a Letter of Appointment, and a notarized Oath of Office.
- **Extension of the State Plan:** The current state plan was extended to 2027.
- **Workgroup:** The Council can form working groups. In a subsequent meeting, the Council will discuss the nature of collaboration with the TN Dementia Action Collaborative (TDAC). Members emphasized the value of the organic/community influence of TDAC.
- **Mandatory Reporting and New Plan:** A report is required by January 15, 2027, which will outline progress and set the foundation for a new state plan beyond 2027. A draft concept of a report was displayed the is reminiscent of the 'A Report Back to Nashville 2019-2023'. Members would like to integrate state strategic plans and objectives into the report to enhance awareness of the initiatives.
- **Council Chair and Vice-Chair Roles and Responsibilities:** Review, discussion, and motion to vote on the roles and responsibilities of the Chair and Vice-Chair.

The Council reviewed the draft roles and responsibilities of the Chair and Vice-Chair. The emphasized the importance of ensuring equal voices while also recognizing the need for guidance from the Chairpersons to achieve the goals and objectives of the State Plan. A Motion was made Samples, 2nd by Mason. All Members and proxies voted 'yes' by show of hands to accept the Roles and Responsibilities as a working document.

- **Council Chair and Vice-Chair Appointment:** Open the floor for nominations or identification of candidates, discussion among members, and motion to vote to appoint nominees.

Bunn and Cothron were nominated as the Chair and Vice-Chair, with both accepting the nomination. A motion to appoint was made by Robeson, 2nd by Samples. All Members and proxies voted 'yes' by show of hands to accept Bunn and Cothron as the Chair and Vice-Chair, with subsequent approval by TDH Legal.

Action Item: *Roberts will confirm with TDH Legal that Cothron can reside as Vice-Chair as a State employee (confirmed there is no conflict with the appointment). She will schedule a meeting the week of October 14th with the Chairpersons (meeting scheduled for October 21st).*

- **Establishing Frequency and Dates of Future Meetings:** Discuss the optimal frequency of future Council meetings, identification of 2025 meeting dates, location, in-person versus virtual, and motion to vote to confirm the agreed-upon schedule.

The Council reviewed the requirements for virtual meetings, including the components of the Tennessee Open Meetings Act (commonly known as the Sunshine Law), which cover open meetings, virtual meeting recording, notice requirements, agenda preparation, public participation, and meeting minutes. They discussed virtual, post-meeting actions including Determination of Necessity, posting of the recording, and posting of the minutes.

The Council agreed that a hybrid meeting schedule would be beneficial, acknowledging that some meetings may need to be virtual (virtual by necessity), while encouraging all members to make all reasonable efforts to attend in person. They believe this approach will reduce barriers for some members and enhance community involvement. The Council expressed a desire to meet at Cordell Hall at least once per year to accommodate Crowe and Kumar. For other meetings, TDH Conference Room 7F offers sufficient technological capabilities and parking.

Additionally, the Council agreed they would continue to meet quarterly (4x/yr; meeting the minimum 2 meetings/year requirement). Future meetings will take place from 1:00 – 3:00 PM CST on the following dates:

- November 14, 2024
- February 20, 2025
- May 15, 2025
- August 21, 2025

- November 13, 2025

Action Items: Roberts to assess the expenses associated with Cordell Hull to reduce barriers in attendance. She will also send meeting invitations to all future meetings and secure rooms (complete).

- VI. Council Member Comments/Announcements:** This is an opportunity for Council members to share information, updates, or announcements.
- *The Council would like to identify subject matter experts (SMEs) for each meeting that identify with the goals/action items.*
 - *TennCare is a member of the Caregiving and Direct Care Workforce Policy Committee sponsored by ADvancing States. The aim is to hear speakers, legislative updates, and members to share state caregiving and Direct Support/Care initiatives. TennCare is actively working on informal caregiving and direct support/care workforce initiatives and welcomes any recommendations from this ADRD Advisory Council. For example, the Alzheimer's Association captures the estimated number of unpaid caregivers but could be more accurately represented, as the current occupational code fails to account for them.*
 - *Tennessee Multi-Sector Plan for Aging report is final.*
 - *Tennessee Multi-Sector Plan for Aging Data Dashboard is a crucial tool for tracking and analyzing data. The Dashboard will be enhanced by incorporating additional data sets, improving visuals, engage community organizations and partners, and integrating feedback mechanisms. This is supported through the Building Our Largest Dementia Infrastructure (BOLD) funds. The Council should include this in the Impact Report.*
 - *Alzheimer's TN – 38th Annual Alzheimer's Disease Management & Research Symposium / October 2 & 3; virtual and in-person at the Clayton Center at Maryville College.*
- VII. Public Comment:** No requests for public comment were made; no member of the public was present.
- VIII. Next Council Meeting:** November 14, 2024 @ 1 – 3 CST
- IX. Adjournment:** Meeting called to adjournment by Roberts at 3:00 pm.