



## Meeting Minutes

<b>Date:</b>	March 21, 2025	<b>Time:</b>	1:00 – 3:00 PM CST
<b>Location:</b>	Tennessee Department of Health 710 James Robertson Parkway Nashville, TN 37243 Conference Room 7F	<b>Virtual:</b>	<b><u>Join the meeting now</u></b> Meeting ID: 218 797 831 878 Passcode: CF5jy7 +1 629-209-4396,,832033361#

### I. Call to Order:

*This meeting was recorded and a copy is maintained [here](#).*

*Bunn called the meeting to order and requested that Rochelle Roberts, TN ADRD Advisory Council Facilitator and TDH State Dementia Director, complete Roll Call.*

### II. Roll Call

*Roberts introduced herself and read the hybrid meeting script which established that the meeting had established a physical quorum, allowing the meeting to move forward.*

Council Member Name:	Classification:	Present:	Absent:
Senator Rusty Crowe (Non-voting)	TN General Assembly	<input checked="" 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	TN Department of Disability and Aging	<input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Virtual	<input type="checkbox"/>
Kirk Mason	Stones River Manor	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Angela Jefferson	Vanderbilt University Medical Center	<input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Virtual	<input type="checkbox"/>

Bart Brammer	Person Living with ADRD	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Janice Wade-Whitehead	<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 type="checkbox"/> In-Person <input checked="" type="checkbox"/> Virtual	<input type="checkbox"/>
Gwyn Earl	<u>LeadingAge TN</u>	<input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Virtual	<input type="checkbox"/>
VACANT	<u>TN Nurses Association</u>	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input checked="" type="checkbox"/>
Alicia Robeson	<u>TN Department of Mental Health and Substance Abuse Services</u>	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Sally Pitt	<u>TN Department of Health</u>	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Laura Musgrave	Family Caregiver Representative	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	<input type="checkbox"/>
Non-Council Attendees:	<u>Paige Edwards</u> <u>Erica Austin</u> <u>Rochelle Roberts</u> <u>Leanne Durm</u>		

### III. New Business

#### a. Sunshine Law with TDH General Counsel

*Roberts introduced Paige Edwards and Erica Austin of with TDH General Counsel to discuss the Sunshine Law, workgroups, and electronic meetings.*

*The Sunshine Law in TN requires that all meetings of governing bodies, such as the ADRD Advisory Council, be open to the public to ensure transparency. A "meeting" is defined as any gathering of two or more members to deliberate or make decisions toward a recommendation for a public body. The legislature defines a governing body more narrowly, indicating it consists of two or more members of the body meeting to deliberate or make decisions for the purpose of recommending a decision to a public body (e.g., legislature, Governor). The law strongly prefers physical presence for*

*meetings, though electronic meetings are permitted only under specific conditions. For a virtual meeting to be allowed, a "necessity" must be established, meaning the council must have urgent business that cannot be delayed, and physical presence is impractical—such as during severe weather or building closures. Even then, the Council must make a determination that the necessity exists and recitation of the facts and circumstances around the necessity must be verbalized during the meeting, including it in the minutes, and file a report (formal memo) with the Secretary of State within two working days telling them what happened. The Secretary of State will report annually to the legislature of all meetings of necessity. These requirements ensure that virtual meetings remain transparent and rare, aligning with the legislature's intent for public access and accountability. Without a full physical quorum, 51% of Council members in the room (8), you can only have discussions and share information, but no deliberating may take place.*

*Questions posed:*

- *Can Council members identify a proxy to vote on their behalf? No, the Council members are carefully selected for their expertise and role. Proxies are not permitted because they could be confusing, might be unduly influenced, and would undermine the Council's designated membership as required by statute. While temporary replacements are discouraged, long-term vacancies might warrant a redesignation of the council seat.*
- *If you participate virtually, do you have voting privileges? Yes, by roll call vote if a physical quorum in the room is established.*
  - *E.g., Hybrid meeting – physical quorum in the room is established, all members can vote, including online.*
- *What is the difference between deliberation and discussion?*

*The working group discussion highlighted the legal and procedural guidelines for creating and operating working groups or special study groups within a governing body, emphasizing compliance with public meeting laws to ensure transparency and public access. A governing body is defined as two or more members of a council or committee deliberating, discussing, or making recommendations to a public entity, such as the legislature. Working groups, however, are intended for informational purposes only, such as reviewing reports or gathering information for future public meetings. The Comptroller has said that work sessions must avoid deliberation, persuasion, or decision-making, as these actions require formal public meetings with proper notice, agendas, and minutes. The rules are designed to uphold the spirit of Sunshine Laws and prioritize the public benefit. Email communication among council members outside of formal meetings is strongly discouraged, as it may be perceived as circumventing transparency laws. Instead, facilitators, such as Roberts, should be utilized to organize agendas and facilitate communication while maintaining compliance. Agenda items should be*

*discussed during current public meetings or planned for the next meeting to ensure all deliberative actions occur in a legally compliant and transparent manner.*

*A motion was proposed by Cothran, that Roberts will provide 48 hours' notice to the Council to ensure a physical quorum was established, that was seconded by Pitt. A roll call vote was conducted by Roberts, with a unanimous yes from all present, voting members.*

*The "Less is More Act," filed as Senate Bill 1316 and [House Bill 1330](#), is a comprehensive piece of legislation spanning over 20 pages. One key section of interest to governing bodies is Title 8, Chapter 44, Section 104, which proposes changes to meeting protocols. If enacted, the bill would allow governing bodies to meet electronically more frequently while requiring at least one physical meeting annually. Electronic meetings would permit voting and other formal actions, eliminating the need for physical quorum requirements. However, if a body fails to hold the mandated annual physical meeting for two consecutive years, it must report the reasons to the legislature. The bill is set to take effect on July 1, 2025, for general implementation, though rulemaking provisions would apply immediately upon passage. Currently, the bill is progressing through legislative committees and is scheduled for hearings next week in the Senate Commerce and Labor Committee (Tuesday) and the House Finance (Wednesday).*

**b. Member Status Updates & Next Steps**

- *Rochelle Roberts will facilitate the Council, and Sally Pitt to serve as the Commissioner's designee.*
- *Roberts informed the Council of a vacancy for the Tennessee Nurses Association (TNA) representative. Pitt proposed a motion for Roberts to request the Commissioner of Health, Dr. Alvarado, send a letter recommending [Ray Romano](#), PhD, MPH, MSN, RN, FNP-BC, for the position. The letter will also request that TNA either confirm the nominee or suggest an alternate designee. Musgrave seconded the motion. A roll call vote was conducted by Roberts, with all present voting members unanimously in favor.*

**Action Items:**

- *Roberts to ensure that a letter is sent to the TNA from the Commissioner of Health with a deadline to respond.*
  - *Update: An email was sent to the TNA leadership by Roberts on March 31, 2025, requesting a response by April 30, 2025, with a letter signed by the Commissioner. Kirk Lawson responded on March 31<sup>st</sup> indicating he would work on a response.*

**c. State Dementia Director Updates**

- *Data Dashboard Expansion: TDH is collaborating with ETSU on a four-year initiative to enhance the [TN Multi-Sector Plan for Aging Data Dashboard](#). This expansion will integrate more data, qualitative insights, and user-friendly features. Eight new*

variables have been confirmed, including food insecurity, falls among adults 65+, leading causes of death, worsening cognitive decline, dementia prevalence, poverty rates among people with disabilities, the BRFSS Cognitive Decline Module (13), and the number of licensed geriatricians. A video was shared to demonstrate the dashboard. Link to [Multi-Sector Plan for Aging in TN \(MPA\)](#).

- *GUIDE Model Expansion: Eight additional recipients have been identified to serve Tennesseans, with three currently implementing the model in other states. The GUIDEing TN Learning Collaborative will convene in April to foster knowledge exchange, capacity building, and scaling impact. This peer-driven network connects TN-based recipients to leverage expertise and experiences, ensuring the GUIDE Model is as effective as possible in Tennessee. The goal is to expand the LC to other states.*
- *Age-Friendly Public Health Systems (AFPHS): As of February 2025, 50 local health departments (LHDs) across West, Mid-Cumberland, South Central, Northeast, and two metro areas have achieved AFPHS designation. Tennessee leads the nation with 45 AFPH Champions recognized. The Office of Healthy Aging (OHA) is working with East, Southeast, and Upper Cumberland Regional Offices to support their recognition efforts. Link to [Age-Friendly Ecosystems](#).*
- *Cordell Hull has been secured for August 21, 2025.*
- *Flyers: Religious Institutions or Organizations, TDH Dementia Navigation*

**Action Items:**

- *Roberts to see if the dashboard will be updated by June 30, 2025.*

**IV. Old Business**

**a. Approval of November Meeting Minutes**

*Mason proposed a motion to approve the minutes; seconded by Cothran. A quorum was maintained with unanimous approval, except for Samples (virtual) who had to leave.*

**b. Resource Repository Development**

*Roberts presented the format for developing the resource repository and confirmed that Council members have access to the shared Google Sheet. Members are encouraged to contribute resources freely. The goal is to make the repository publicly accessible, but the format is unknown.*

**c. [Advancing the TN ADRD State Plan Together REDCap Survey](#)**

*The topic has been postponed to May 15<sup>th</sup>.*

**V. Planning the Agenda for the Next Council Meeting**

- *Cothran proposed a motion to approve the below agenda topics; seconded by Robeson. A quorum was maintained with unanimous approval, with the exception of Cole, Jefferson, Samples, and Earl, all virtual participants who had to leave prior to the vote.*

*Agenda Topics:*

1. [Advancing the TN ADRD State Plan Together REDCap Survey](#)
  2. *Goal #3: Ensure an adequately prepared workforce.*
    - *Members will present on workforce initiatives.*
  3. *Tools for Reporting*
    - *Alzheimer's Association Facts and Figures*
    - *County Profiles*
      - *TN County Profiles Report, [2020](#)*
      - *Multi-Sector Plan for Aging Data Dashboard*
- *Tabled Topics:*
- *Medical vs Community Resource Repository*
    - *Who is effectively managing medical and community-based resource repositories, and how are they maintained?*
    - *Medical*
      - *Clarify the scope and purpose of the lists.*
      - *Identify workforce gaps and deserts and propose solutions.*
      - *Discuss the pros and cons of provider specific information vs. health system contact.*
      - *Determine who will use the repository (e.g. public, internal staff, primary care providers).*
      - *Consider including website links to confirm provider's good standing and credentials.*
    - *Community*
      - *Clarify the scope and purpose of the lists.*
      - *Determine who will use the repository.*
      - *Goal: Preserve the grassroots efforts that TDAC has invested.*

**VI. Council Member Comments/Announcements**

- *Bunn indicated that the Alzheimer's Association Facts and Figures release date is delayed, with hope that is released prior to the next Council meeting. Proposed to review this on the next agenda.*
- *Mental Health America of the MidSouth's Annual Older Adult Behavioral Health Conference is hosting [The Heart of Care](#), a live webinar on Tuesday, May 6<sup>th</sup> 9:00 am – 4:40 pm CST; 6 free CEs.*

**VII. Public Comment: NA**

**VIII. Next Council Meeting: May 15, 2025**

**IX. Adjournment**