



Council Meeting Minutes

February 28, 2020

Council Members Present:

Allison Bynum*
Jody Cheek*
Roddey Coe*
Jennifer Coleman*
Sarah Cripps*
Ryan Durham*
Tatum Fowler*
Lesley Guilaran*
Alicia Hall*
Chrissy Hood*
Clancey Hopper*
Lisa Johnson*
Jean-Marie Lawrence*
Linda Monterroso*
Tecia Puckett Pryor*
Brigham Scallion*
Gina Summer*
Martez Williams*
Bruce Keisling, UT Boling Center
Mandy Johnson, Voc. Rehab. Services
Jacqueline Johnson, Dept. of Health
Lisa Primm, Disability Rights TN
Mark Liverman, Dept. Mental Health &
Substance Abuse
Elizabeth Turner, Vanderbilt Kennedy
Center

Staff Present:

Wanda Willis
Lynette Porter
Alicia Cone
Cathlyn Smith
Lauren Percy
Jolene Sharp
Emma Shouse-Garton
Ashley Edwards
JoEllen Fowler
Mildred Sparkman
Laura McCabe (Intern)
Darko Osman (Intern)

Guests Present:

Andrea Coonrod
Michelle Gross
Asher Gross
Rosalie Howes

Visitors Present:

Mike Carter, Ooltewah

Council Members Absent:

Brent Wiles*
Craig Lemak*
Karen West*
Anna Lea Cothron, TCAD
Sara Kassas, Non Gov't
Agency
Bettie Teasley, THDA
Rose Naccarato, Tenn.
Commission on Children &
Youth
Seth Pedigo, DIDD
Alison Gauld, Dept. Special
Education

**denotes Governor appointed citizen*

9:00 a.m. Opening & Introductions

Council Chair Tecia Puckett Pryor called the meeting to order after ascertaining there was a quorum at 9:00 a.m. Tecia welcomed everyone and facilitated introductions.

Tecia then reviewed the meeting agenda.

Representative Mike Carter presented special recognition to Council Member Roddey Coe for his work on key legislation last year.

9:15 a.m. Business Items

Approval of November 14 Minutes

The November 14, 2019 Council meeting minutes were emailed to all the Council members prior to the February 28, 2020 Council meeting to give members an opportunity to review before the meeting. Tecia called for a motion to accept the minutes, as written, from the members present at the November meeting. **Sara Cripps moved to accept the November 14, 2019 minutes as written and Tatum Fowler seconded the motion. There was no discussion and the motion carried unanimously.**

Executive Director Report

Wanda Willis, Executive Director, encouraged members to read the staff report included in their folders. In addition to the notes in the staff report, Wanda highlighted information about Tennessee Disability MegaConference and encouraged Council members to let Mildred Sparkman, Administrative Secretary, know if they would like to attend. Wanda also mentioned that March is Developmental Disability Awareness Month and our communications staff will be connecting with Council members with ways to engage with their communities to raise awareness. Wanda also highlighted that Council staff met with newly appointed Assistant Commissioner of TEIS, Dr. Gabrielle Madison, at the beginning of the year. We are looking forward to having Dr. Madison with us at a future Council meeting.

Wanda also formally introduced the new Director of Leadership Development for the Council, Cathlyn Smith. Cat came to us from Department of Children's Services and has years of experience training national and local government, judicial, and law enforcement staff. Cat shared that she is looking forward to working with Council members and her first priority is to get things in place for the Partners in Policymaking Class beginning September 2020.

Budget/Administrative Report

Lynette Porter, Deputy Director, reported that the FY21 agency budget was presented to the legislature the first week of February. The Council presented our budget to the House Finance Ways and Means Committee (November 2019) and the House Health Mental Health Subcommittee (February 2020). We do not anticipate any issues.

Operationally, Council staff has been working with state space planners to design a more efficient work space. Additionally, the audit committee completed the annual risk assessment process in December 2019. They found no material weaknesses.

Audit Committee Report

Alicia Hall, chair of the audit committee, reported on the work of the committee since November. State agencies are required to conduct a formal risk assessment that must be submitted to the Comptroller of the Treasury by December 31 each year. One of the roles of the audit committee is to review that assessment and assure that internal controls are in place to mitigate any identified risks. The committee reviewed the documentation in December and found the agency controls to be adequate. The report was submitted to the Comptroller ahead of the deadline.

Alicia reminded Council members that annually, the audit committee has a responsibility to notify members and staff of everyone's duty to report concerns of fraud, waste and abuse. This is a requirement of the Comptroller of the Treasury and was sent to Council members via e-mail on February 13, 2020. The committee will be reviewing the agency process for staff acknowledgement of the code of conduct required for all state employees. This information will be shared at the May 2020 meeting.

Executive Committee Report

Tecia reported that the executive committee met on Thursday, February 27. The committee approved the slate of continuation project grants. In addition to these grants, the executive committee reviewed several additional grant requests for one-time spending opportunities. Tecia invited Wanda Willis to share the background of these requests and the urgency for spending before the end of the next fiscal year.

Wanda summarized the status of the federal appropriation. In light of this funding timeline, staff pursued proposals and projects that align directly with the existing state plan goals.

Ryan Durham, Vice Chair for the Council, presented projects to the Council for their considerations. Seven projects are led by experienced staff with proven track records and high probability for success. These are limited by short funding period: July 2020 – Sept 2021 (15 months) and cover state-wide programming (not specific to one region). Projects are ready to go with achievable work plans and outcomes connected to budget. Project work proposals and budgets have been vetted by staff, reviewed and approved by Council executive committee. These projects are:

State Plan Goal: Impacting Policy & Practice

- Person centered principles and employment training by national experts for Vocational Rehab leadership and front line staff: \$150,000
- Launch Center for Supported Decision Making to provide advocacy & legal expertise to families and professionals; The Arc TN and Disability Rights TN: \$250,000
- National Project START training for 5 behavioral crisis teams staffed by DIDD: \$225,000

State Plan Goal: Informing & Educating Stakeholders

- TN Disability Pathfinder extensive evaluation and large scale stakeholder satisfaction to upgrade and modernize; Erik Carter, Vanderbilt Kennedy Center: \$200,000
- Expand publication and distribution of newspaper insert to 20 additional rural counties: \$75,000

State Plan Goal: Developing Leaders

- Expand current self-advocacy arts project to additional rural counties (supports requirement to support self-advocates): \$100,000
- Council Scholarship Fund expanding learning opportunities to individuals with disabilities and families: \$75,000

Council member Alison Bynum asked whether the Executive Committee had reviewed budgets and detailed proposals from the proposed sub recipients. Tecia confirmed that the Executive Committee reviewed more specifics the evening before and requested staff share this information with the full council the following week. Council member Lisa Primm, who subsequently abstained from the vote, also shared insight on the vetting process from the sub recipient perspective, naming thorough review and work plan creation before the Council accepted the proposal.

The executive committee moved to approve grants to seven proposals not to exceed \$1.075 million. After discussion, the Council voted unanimously to approve the funding proposals. Lisa Primm (Disability Rights Tennessee), Mandy Johnson (Department of Human Services – Vocational Rehabilitation), and Elizabeth Turner (Vanderbilt Kennedy Center) abstained from voting due to conflict of interest.

In addition to the above proposals, Ryan shared five projects for exploration proposed by staff and reviewed and approved by executive committee. These projects expand current state plan goals and are limited by short funding period: Sept 2020 – Sept 2021 (12 months). Projects have to be ready to go with achievable work plans and outcomes connected to budget by Sept 2020. Pending Council go-ahead, work plans and budgets will be secured, reviewed and approved by staff and executive committee, and approved by the Council at the May 1, 2020 meeting. These projects include:

State Plan Goal: Informing & Educating Stakeholders

- Resources for families: National LifeCourse tools and materials, voting support materials, supported decision making tools, community-led initiatives.

State Plan Goal: Developing Leaders

- Youth Leadership development: launch post-secondary program at community college, sponsor youth events in each grand region.
- People First of TN: support statewide conference and/or chapter project.
- TN Disability MegaConference: 20 year anniversary celebration; increase scholarships, national speakers, outreach and capacity of conference.

Council Strength & Impact

- Council Impact Analysis: expert evaluation to meet federally required analysis of Council impact.

Communications Committee Chair Tatum Fowler asked for the date staff would need community-led initiative ideas in hand. Wanda shared that proposals should be in hand by March 30 to ensure there is appropriate time for research ahead of the May 2020 meeting.

Council member Roddey Coe suggested that youth development activities be organized by development district instead of grand regions. The full council was in agreement that it would benefit promotion and attendance of these activities to offer more events covering smaller geographic regions.

The executive committee moved to pursue Tier 2 proposals with the remaining FY20 appropriation, for final approval by Council at May 1 meeting. After brief discussion, the Council voted unanimously to pursue the proposals.

10:15 a.m. Adjourn to Council Committee Meetings

11:10 a.m. Break & Check Out

11:40 a.m. Committee Reports

Minutes from committees are attached to these minutes.

- Evaluation Committee (Lisa Johnson, Chair)
- Public Policy Committee (Lesley Guilaran, Chair)
- Communications Committee (Tatum Fowler, Chair)

12:10 p.m. Lunch

1:10 p.m. State Plan Cycle Update

Dr. Alicia Cone, Director for Program Operations presented information about the Five-Year State Plan process that has already begun for Council staff. Of note, the Five-Year State Plan is our strategic planning document and tool to assist in our systems change, capacity building and advocacy efforts. The plan includes larger five-year goals, short-term objectives, and key activities. The Developmental Disabilities Act requires that Councils write a new plan every five years and that the plan is updated annually between

those five year cycles. Federal requirements and public input to the needs assessment survey drive the goals and objectives of this five-year plan.

Key dates were shared and are included in the handout attached to the minutes. The Council will submit the next five-year plan before August 15, 2021.

1:30 p.m. Public Policy Update

Lauren Percy, Director of Public Policy, reminded the Council of the Developmental Disabilities Act and its charge for Councils to impact policies and take a big-picture approach to create structural change with long-term impact. Lauren invited Council members who participated in this year's Disability Day on the Hill in February to share their thoughts. Council members Lesley Guilaran, Allison Bynum, Chrissy Hood, Clancey Hopper, Gina Summer, Martez Williams, Linda Monterrosso, and Tatum Fowler shared their experiences at the event. Several members mentioned the positive response to the Governor's opening remarks for the panel presentation.

Lauren also presented a legislative update to the Council, including highlighting key bills the Council is following in 2020. Bills are updated regularly in the Policy Newsletter. Lauren reminded members that the Council gets directly involved in bills if/when a legislator requests our consultation, a council member is involved with legislation, and/or the bill's content aligns with a top priority area of the Council. Other policy highlights included understanding the Governor's administrative priorities, federal policy (116th Congress), and best practices, like supported decision-making.

2:00 p.m. Wrap Up

Tecia encouraged members to turn in their travel claims and Council meeting evaluations to staff members before departing.

2:10 p.m. Public Comment

There were no comments made by visitors or members of the public.

2:20 p.m. Adjournment

A motion for adjournment was made by Roddey Coe and seconded by Lisa Johnson. The motion carried and the Council meeting was adjourned at 1:55 p.m. The next Council meeting will take place at the Embassy Suites Nashville Airport on May 1, 2020.

Upcoming Meeting Dates

2020 Council Meetings - Location: Embassy Suites Nashville Airport

- Quarterly Council Meeting: Friday, May 2, 2020
- Quarterly Council Meeting: Friday, September 18, 2020
- Council Retreat: Thursday & Friday, November 5 & 6, 2020

Ashley Edwards

Respectfully submitted by: Ashley Edwards, Executive Assistant

W Willis

Approved by: Wanda Willis, Executive Director



Council Evaluation Committee

Location: Embassy Suites Nashville Airport
Date: Friday, February 28, 2020
Time: 10:30 A.M. CDT

Present: Lisa Johnson, Alison Bynum, Jody Cheek, Ryan Durham, Alicia Hall, Brigham Scallion, Mandy Johnson, Mark Liverman, Bruce Keisling

Absent: Karen West, Shannon Nehus, DIDD Representative.

Staff: Alicia Cone, Cathlyn Smith, Lynette Porter

Guests:

1) **Call to Order**

After ascertaining there was a quorum (50% of Committee members), Lisa Johnson, Chair, called the meeting to order at 10:30 a.m.

2) **Introductions and Review of the purpose of the Evaluation Committee**

Lisa Johnson facilitated introductions and a brief review of the purpose of the Evaluation Committee.

3) **Consent Agenda: Approve today's Evaluation Committee Agenda**

Lisa Johnson shared the agenda for the meeting.

Brigham Scallion moved to approve the agenda. Mark Liverman seconded. Approved.

4) **Discussion of FY20 1st and 2nd Quarter Score Cards**

- In general – it was highlighted that two additions have been made to the quarterly report summary for Evaluation Committee member review –
 - Leverage is now being reported quarterly per goal and per objective/activity.
 - Under goals 2 and 3 additional outcome data received from trainings done under both goals is not being reported in a newly created section specific to training outcomes.
- Under Goal 1 – Leadership Development, all projects and staff activities are either Met Within 10% of the Target Outcomes or On Track to meet outcomes, including expenditures. The following was noted –
 - Leadership Academy for Excellence in Disability Services - The Council



and the Department of Human Resources (DOHR) Strategic Learning Solutions (SLS) have signed an MOU outlining each agency's responsibilities, and the projected start date of the third alliance of this academy is April, 2020.

- Several success stories were reviewed, most significant are those under Advocates in Motion (formerly People Planning Together) as this is the first time success stories are being reported quarterly.
- Under Goal 2- Impacting Policy and Practice, all public policy staff activities are either Met Within 10% of the Target Outcomes or On Track to meet outcomes.
- Under Goal 3 – Informing and Educating Stakeholders all communications staff and grant contract activities are either Met Within 10% of the Target Outcomes or On Track to meet outcomes.

5) **Update on long-term surveys -**

Dr. Keisling updated the committee on the status of the Scholarship Fund long-term survey.

- The focus is on completing the Scholarship Fund survey in FY20. Dr. Keisling noted that it took longer than expected to develop the survey contact list, as the program dates back to the 1990s. In all 433 unique households were identified, and they will be contacted either via mail, email or phone calls. UT CDD is currently working on contacting participants in order to gather data on program outcomes and participant perceptions.

Dr. Cone updated the Committee on the LAEDS and PPT/AiM surveys -

- These two surveys have been moved to the FY21 work plan for UT CDD in order to accommodate the additional staff time resources needed to complete the Scholarship Fund survey activities.

6) **Motion to Adjourn**

At 11:02 a.m. Brigham Scallion moved for adjournment. Alicia Hall seconded. Approved.

Prepared by: Alicia A. Cone



Council Public Policy Committee

Location: Embassy Suites Nashville Airport
Date: Friday, February 28, 2020
Time: 10:28 A.M. CDT

Present: Lesley Guilaran, Sarah Cripps, Clancey Hopper, Jean-Marie Lawrence, Martez Williams, Lisa Primm, Jacqueline Johnson, Roddey Coe

Absent: Roddey Coe, Anna Lea Cothron

Staff: Lauren Pearcy

Guests: Lauren McCabe, Rosalie Howes, Andrea Coonrod

1) **Call to Order, Introductions**

After ascertaining there was a quorum, Lesley Guilaran, Chair, called the meeting to order at 10:28 a.m.

2) **Review Public Policy Materials** facilitated by Lesley Guilaran

Committee votes to approve the materials for distribution to full Council:

- Public Policy Calendar: Motion by Lisa Primm, Second by Roddey Coe. Approved to distribute to the full Council.
- Guidance: lobbying vs. educating: address "advocate". No vote taken; committee will revisit in May.

3) **Highlight of legislation: Transportation, Conservatorship, Adult Changing Tables**

4) **Wrap up, Prepare for Report Out**

5) **Motion to Adjourn:** Lesley Guilaran 11:15

Prepared by: Lauren Pearcy



Council Member Public Policy Calendar

This calendar reflects the opportunities you have as a Governor-appointed Council member to engage in public policy.

These are in addition to ad hoc opportunities and requests to engage year-round.

**Note: Exact dates vary year to year, watch the Council's policy newsletter for updates throughout the year.*

Winter/Spring

January

- **Semi-annual contact to state legislators:** when the state legislature convenes in January, send a welcome contact to legislators: an opportunity to foster your relationship and (re) introduce yourself as a Council member in their district.
- **Council conducts annual state budget hearings to legislative committees:** Council members may be asked to contact their representatives, particularly if their legislator serves on a committee hearing our budget presentation.
- **Governor's State of the State Address:** Council members receive a summary of impact to disability programs from the Council staff.

February

- **Educate to Advocate:** An opportunity for Council members to learn about the state legislative process and disability policy, including tips from professionals about "informing and educating" during legislative session. Hosted by the Vanderbilt Kennedy Center in Nashville with remote participation available.
- **Disability Day on the Hill:** An opportunity to interact with state policymakers and participate in general awareness-raising about disability.
- **Council Meeting:** Council members receive a public policy report during the meeting; the public policy committee meets.

March/April

- **Disability Policy Seminar: Washington, DC.** The Council Public Policy Director and Public Policy Chairperson typically attend. Conference sessions about national disability policy issues and legislation at the federal level.
- **Semi-annual contact to members of Congress:** While in DC, Council staff and members meet with members of Tennessee's Congressional delegation. Council may be asked to members follow up with contacts to Congress members.

May

- **Council Meeting:** Council members receive a public policy report during the meeting; the public policy committee meets.

Summer/Fall

June – December (Legislative "Off season")

- **Semi-annual contact to state legislators:** while the legislature is not in session, schedule a time to meet in person with your legislator in your community.

November/December

- **Association of University Centers on Disability Conference: Washington, DC.** The Council Public Policy Director typically attends as a part of a DD Network team.
- **Semi-annual contact to members of Congress:** While in DC, Council staff and members meet with members of Tennessee's Congressional delegation. Council may be asked to members follow up with contacts to Congress members.



Council Communication Committee

Location: Embassy Suites Nashville Airport
Date: Friday, February 28, 2020
Time: 10:15 A.M. CDT

Present: Tatum Fowler, Jennifer Coleman, Chrissy Hood, Linda Monterroso, Gina Summer

Absent: Craig Lemak, Bettie Teasley, Alison Gauld

Staff: Jolene Sharp, Emma Shouse Garton, Darko Osman (and job coach Sarah)

Guests:

1) **Call to Order**

After ascertaining there was a quorum, Tatum Fowler, Chair, called the meeting to order at 10:15 a.m.

2) **Consent Agenda: Approve today's Communication Committee Agenda**

Tatum Fowler shared the agenda for the meeting.

Chrissy Hood moved to approve the agenda. Gina Summer seconded. Approved.

3) **How are we doing? Quarter 2 Report & Updates**

- Emma introduced Darko to the committee. Darko said a few words about why he wanted to intern at the Council.
- Emma shared communications highlights since our last committee meeting, including Partners in Education conference, DDH, and recent metrics – highlights document attached to Council meeting minutes.

4) **Looking Ahead: Quarter 3 Priorities**

- Jolene reminded committee of communications goals that continue to be our focus, including plain language and more visuals. She highlighted the use of professional state photography for *Breaking Ground*.
- Jolene asked for feedback on an updated Council one-pager. Committee members suggested simplifying some of the language and including examples for one of the more vague items. Committee members liked the format and approach.
- Jolene highlighted the upcoming input survey for the Council's five-year state plan and let members know we will need their help circulating the survey to a wide variety of diverse audiences.
- Jolene discussed the N&R newspaper insert and the Smithville event that resulted, and discussed plans to expand these events to other communities.



5) **Motion to Adjourn**

At 11:10 a.m. Gina Summer moved for adjournment. Chrissy Hood seconded. Approved.

Prepared by: Jolene Sharp

Recent Council Communications Highlights

Insights, success stories and key metrics since
Sept. 2019 Communications Committee meeting

- Finalized and distributed 30,000+ copies of the “Stronger Together” rural resources publication through the N&R contract in 6 rural counties. We also hand out at community events and conferences.
 - Releasing 2 videos soon!
- As a result, Senator Mark Pody, a legislator representing one of the priority counties, requested the Council’s help in planning a disability “summit” for his district. We hosted a very successful "Community Conversation in Smithville. Community members agreed to a number of concrete action steps, including forming a support group for families.

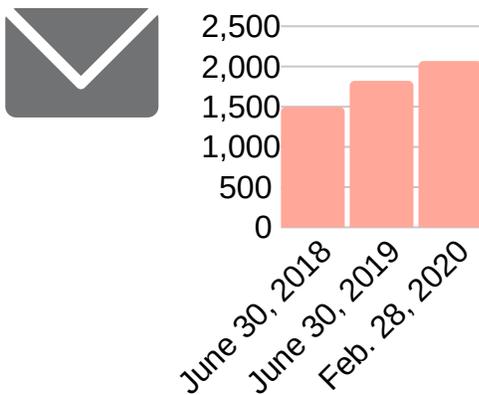


- Featured 2 “Council Conversations” videos, with Jennifer Coleman and Lesley Guilaran, and Jean-Marie Lawrence and Martez Williams
- New look for e-newsletters
- Highlighted personal stories of our impact, including a story about Gina Summer contributing input to a transition resource
- Communications team took over leadership of Breaking Ground
- Led and participated in 4 presentations at the Transition TN pre-conference before the Partners in Education statewide special education conference
- Disability Day on the Hill - 12 members attended, sponsored event and hosted exhibit

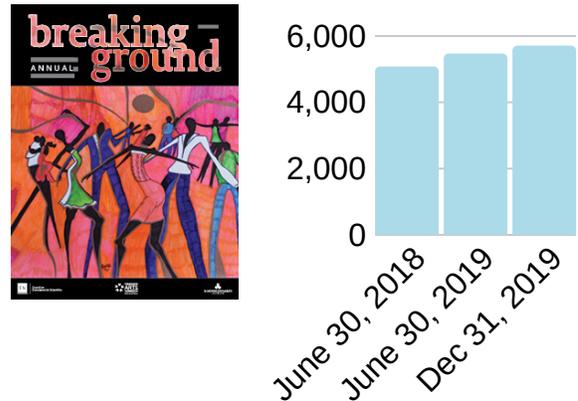
Recent Council Communications Highlights

Insights, success stories and key metrics since
Sept. 2019 Communications Committee meeting

2,055 e-news subscribers



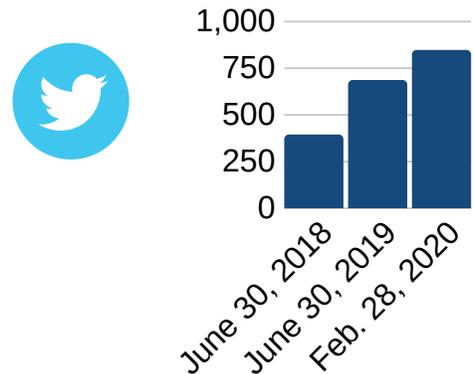
5,681 Breaking Ground subscribers



2,695 Facebook followers



843 Twitter followers



10+ events sponsored/exhibited and 24+ Council presentations since Oct. 1

- Project 1Touch National Trainers Conference
- Rhea County High Family Night
- Disability Employment Awareness Luncheon
- ResourceAbility Fair
- Down Syndrome Buddy Walk
- TN Siblings Conference
- TN Assistive Tech Conference
- Partners in Education
- Disability Day on the Hill

