



TN Council on Developmental Disabilities Meeting Minutes

September 13, 2018

Members Present: Roddey Coe, Ryan Durham, Evan Espey, Tatum Fowler, Dawn Fry, Lesley Guilaran, Alicia Hall, Clancey Hopper, Lisa Johnson, Jean-Marie Lawrence, Craig Lemak, Tecia Puckett Pryor, Steve Sheegog, Gina Summer, Karen West, Martez Williams.

Members Absent: Amy Allen, Jody Cheek, Jennifer Coleman, Serina Gilbert, William Lovell.

Agency Representatives Present: Paula Knisley (Vocational Rehabilitation), Katie Lee (TennCare), Jeremy Norden-Paul (Dept. of Intellectual and Developmental Disabilities), Alison Gauld (Dept. of Education), Elise McMillan (Vanderbilt Kennedy Center), Bruce Keisling (Univ. of TN Health Science Center, Boling Center), Sarah Kassas (Non-governmental agency), Mark Liverman (Dept. of Mental Health & Substance Abuse Svcs.), Bettie Teasley (TN Housing Development Agency) Rose Naccarato (Commission on Children and Youth), Lisa Primm (Disability Rights TN), Anna Lea Cothron (Commission on Aging and Disability) .

Agency Representatives Absent: Jacqueline Johnson (Dept. of Health/Maternal Child Health),

Staff Present: Alicia Cone, Ashley Edwards, JoEllen Fowler, Lynette Porter, Emma Shouse Garton, Ned Andrew Solomon, Mildred Sparkman, Wanda Willis.

Staff Absent: Lauren Percy.

Visitors: Rebecca Cokley (Center for American Progress), Stewart Clifton (Clifton Government Relations), Kelsey Loschke (Disability Rights TN), Brent Wiles (Office of Senator Corker), TN Rep. Sam Whitson, TN Rep. Darren Jernigan, Kia Jarmon (Center for Nonprofit Management), Cissy Mynatt (Center for Nonprofit Management).

8:30 A.M.	OPENING AND INTRODUCTIONS

Council Chair, Tecia Puckett Pryor, opened the meeting at 8:30 a.m. She welcomed everyone and facilitated introductions of all council members.

Ms. Puckett Pryor introduced one new governor appointed council member, one new state agency representative to the council, and one new staff member:

- Alicia Hall is our newest governor appointed council member. Ms. Hall will represent the Memphis Delta Development District
- Anna Lea Cothron will act as representative for the Council to the TN Commission on Aging and Disability
- Ashley Edwards joined the Council Staff in July as the Assistant to the Executive Director

Ms. Puckett Pryor congratulated Wanda Willis, Council Executive Director, on being named recipient of the 2018 AUCD Lifetime Achievement Award. Ms. Willis will be recognized at a reception in Washington, DC in November.

8:45 A.M.

BUSINESS ITEMS

Ms. Tecia Puckett Pryor called the business meeting to order after ascertaining there was a quorum.

Audit Committee

Lisa Johnson brought a motion from the Executive Committee to name 3 council members to a new council standing committee: the Audit Committee. This is a direct outcome of the recent audit by the Comptroller of the Treasury. This committee assists the council in fulfilling its oversight responsibilities with respect to the system of internal controls, risk management, the external audit process and the standards of professional conduct.

The Comptroller's Office establishes the following required member qualifications:

- Background and education to allow a reasonable understanding of information regarding internal control and audit compliance findings.
- Independent from any appearance of other interests that may be in conflict with their duties as members of the audit committee.
- An audit committee chairperson with accounting or financial management background.

In addition to the above qualifications, the Council Executive Committee considered 3 other factors in selecting perspective committee members:

- The Committee considered private citizens for this committee, vs state agency or university staff, who are peers of the Council staff.
- The Committee determined that audit committee members could not serve on the Council executive committee to provide a high level of objectivity.
- The Committee considered diversity of the committee when selecting perspective members to provide the greatest degree of representation of the state's geographical, cultural and disability makeup.

Considering all factors, the Executive Committee recommended the following individuals as members of the Council Audit Committee:

Jean-Marie Lawrence, East Grand Division
Dawn Fry, Middle Grand Division
Steve Sheegog West Grand Division

It was noted that, if appointed to the Audit Committee, Mr. Sheegog would need to come off the Executive Committee.

On behalf of the Executive Committee, Lisa moved to approve Jean-Marie Lawrence, Dawn Fry, and Steve Sheegog as members of the first Audit Committee of the Tennessee Council on Developmental Disabilities.

There was no discussion.

The motion carried unanimously.

Council Member Demographic Form

Ms. Willis shared a new form designed to capture data about the Council members in a way that best communicates and tracks our diversity. This information is intended to get an overall picture of the Council membership and will not be used on an individual basis. Council members are encouraged, but not required, to complete this form and hand it to a staff member during this meeting. The information will be collected each year.

9:05 A.M.	ADJOURN TO PLANNING RETREAT ACTIVITIES
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2018 & 2019 COUNCIL MEETING DATES

2018 Council Meetings - Location: Embassy Suites Nashville Airport

- End of Year Report: Friday, November 2, 2018

2019 Council Meetings - Location: Embassy Suites Nashville Airport

- Council Meeting: Friday, March 1, 2019
- Council Meeting: Friday, May 3, 2019
- End of Year Report: Friday, September 13, 2019
- Council Retreat: Thursday & Friday, November 14 & 15, 2019

Respectfully submitted by: 
Ashley Edwards, Assistant to the Executive Director

Approved by: 
Wanda Willis, Executive Director