

**TENNESSEE COUNCIL ON DEVELOPMENTAL DISABILITIES
EXECUTIVE COMMITTEE MEETING
THURSDAY, SEPTEMBER 15, 2016
3:00 P.M. CDT/4:00 P.M. EDT
EMBASSY SUITES NASHVILLE AIRPORT – ALABAMA ROOM
MINUTES**

Present: Tommy Lee Kidd, Evan Espey, Tecia Puckett Pryor, Lisa Johnson

Staff: Wanda Willis, Lynette Porter, JoEllen Fowler

Tommy Lee Kidd, Chair, called the meeting to order at 3:09 p.m.

1) Review agenda

Tommy Lee reviewed the Executive Committee agenda and rearranged a few items.

2) Review September 16th Council Meeting agenda

Tommy Lee reviewed the September 16th Council Meeting.

3) New Executive Committee Member Orientation

Wanda presented an orientation for new Executive Committee (EC) members. She reviewed roles of the National Association of Councils on Developmental Disabilities and the TN DD Network. All 4 TN DD Network agencies are funded by Congress and we talk and collaborate regularly.

Wanda discussed the make-up and purpose of the Executive Committee explaining that responsibilities go beyond attending the Council meetings. For example, EC members develop a deeper understanding of our budget process and have the authority to approve funding requests up to \$25,000.

Wanda discussed how standing committee agendas are developed and reviewed the role of the chair in committees – meeting facilitation, consensus and trust building, making sure everyone has a chance to speak, and accomplishing the agenda.

Remember that the Council is an office of the executive branch and falls under the Governor's office. Anytime members have a question about speaking publicly on disability policies or issues, feel free to call Wanda to discuss.

Tommy Lee stressed the importance of not being political on social media platforms while serving on the Council because it can damage our credibility with policy makers.

4) Transition of Council Committees

Wanda mentioned that two of the present Council Standing Committees will be transitioning to new committees (possibly Evaluation and Communication) that more

appropriately support the current work of the Council. We plan to continue with the Legislative & Public Policy Committee. This will be discussed in more detail at the November Executive Committee meeting.

5) Recommendation of Vice-Chair

Tommy Lee proposed that Serina Gilbert from Charlotte TN be considered by the Council as a recommendation to the Governor for the Vice Chair position on the Council. She is very active and well respected in the Dickson area. Tommy Lee spoke with her and she agreed to fill this role for one year, if appointed.

Tecia moved that the Executive Committee take the motion to the Council to send the name of Serina Gilbert to the Governor as a recommendation for the Vice Chair position on the Council. Evan seconded. Approved unanimously.

During tomorrow's Council meeting, Tommy Lee will bring the motion from the Executive Committee to recommend Serina Gilbert as Vice Chair to the Governor.

6) Other?

- Upcoming Executive Committee meetings and calls:
 - We will not have a call in October.
 - Next Executive Committee meeting: November 2, 2016 @ 3:00 p.m. CDT/4:00 p.m. EDT @ Embassy Suites Airport
 - November EC agenda:
 - Is the current EC call time and day good for everyone?
 - Committees – Proposal for 2 new standing committees to replace 2 existing standing committees.
 - Next Executive Committee call will be Wednesday, December 7, 2016 at 11 a.m./12 noon.
- Retreat:
 - Cissy Mynatt will facilitate the Retreat again this year.
 - The EC will receive a draft agenda for retreat before the November 2nd EC meeting.

At 5:00 p.m. Evan moved for adjournment, and Tecia seconded. Approved.

Prepared by: JoEllen Fowler, Administrative Assistant

Approved by: Wanda Willis, Executive Director