

**Tennessee Council on Developmental Disabilities
Executive Committee Meeting
Thursday, September 17, 2015
3 p.m. Central/4 p.m. Eastern
Embassy Suites Nashville Airport - Alabama Room
MINUTES**

Present: Roger Gibbens, Beth Ritchie, Evan Espey, Tommy Lee Kidd

Absent: Stephanie Cook

Staff: Wanda Willis, Lynette Porter, JoEllen Fowler

Roger Gibbens, Chair, called the meeting to order.

1) Review Executive Committee agenda; minutes

Roger reviewed the Executive Committee agenda.

Evan moved to approve the September 2nd minutes as written. Tommy Lee seconded. No discussion. Approved unanimously.

2) Fiscal/Budget Report

Lynette reviewed the state budget/spending plan and explained that it is our legislative spending authority. It is the maximum amount the Council is allowed to spend in the state fiscal year. If we do not spend the entire amount of our spending authority, we do not lose any money. The budget is a good prediction of expenditures based on what we know now. This is different than our federal allotment, which is the actual dollars we have available. The allotment is made up of a combination of parts of 3 annual allotments. Lynette then went over the state budget cycle which begins October 1st when the FY16/17 budget is due.

Lynette also reviewed the 2016-2017 state spending authority budget, what we spent last year, what we expect for the current year and what we anticipate for next year. Lynette explained the numerous items that fall into professional services. If the Council receives a cut to our federal allotment, it will come out of that line item. The community non-profit line item is there so that if we get additional federal dollars, we will already have the spending authority available. The total estimated expenditure for this year is \$40,000 less than it was last year because the Dept. of Education is contracting those dollars directly with Pathfinder rather than the Council.

Tommy Lee moved to approve the budget as submitted. Evan seconded. Approved unanimously.

3) Review Council meeting agenda for the next day

Roger reviewed the Council meeting agenda. He will verbally correct the ABLE Act presentation title to say Special Needs Trust rather than Conservatorship.

Staff will ask presenters to provide contact numbers so members can follow up with questions.

4) Review Retreat agenda

Roger reviewed the Retreat agenda, including the group activity, which will be sent to members in advance. This year, project themes are threaded throughout the state plan (e.g.; employment). On the second day, staff will be looking for approval to post the state plan for public comments. There will be additional opportunities to review and edit the state plan before it is formally submitted to our federal administering agency.

Local members will be able to stay at the hotel for the Retreat and staff will work with them to make arrangements.

The Committee reached consensus not to meet the Sunday evening before the Retreat.

5) Appointments & Leadership discussion – Committees

Two Committee Chair/Executive Committee positions need to be filled. The committee discussed the numerous factors that have to be considered when identifying potential Executive Committee members, including leadership experience, geographical and cultural diversity and community involvement. Roger suggested not only filling the committee Chair positions, but also having someone who can fill in for the committee chair, like committee apprenticeships.

Tommy Lee moved to ask Debbie Riffle to Chair the Project Review Committee, and Renee Lopez to Chair the Planning & Priorities Committee. Evan Espey will move to Chair of the Public Policy Committee.

Beth seconded. Approved unanimously.

Roger will talk with Debbie and Renee tomorrow about chairing committees and serving on the Executive Committee, and discuss the expectations of the added responsibilities.

6) Updates:

- **Executive Order**

Wanda shared that the Council expects to have a new Executive Order before January 2016. The Executive Order does 2 things: 1) it names the Council as the Designated State Agency to carry out the DD Act, and 2) it moves the Council to a budget code with other boards & commissions.

- **PCO training of MCOs**

Wanda asked Michael Smull with Support Development Associates for a proposal and budget by October 15th. The committee discussed the process for reviewing the proposal by creating an ad hoc proposal review committee, who might Chair the committee, as well as potential members. The ad hoc committee would review the proposal, meet to discuss, and involve TennCare and DIDD in the workplan. The Proposal Review Chair will facilitate meetings and be sure people are participating. Council staff will handle communication with departments. The Proposal Review Committee Chair will bring the proposal to the full Council in February for approval, so all discussions will need to take place before then. This will entail several meetings over the next few months.

Roger Gibbens appointed Evan Espey as Chair of the ad hoc Proposal Review Committee for reviewing the PCO training of MCOs proposal. Evan will recruit 3-4 members from the Council to be on the committee.

At 5:25 p.m. Beth moved to adjourn. Evan seconded. Approved unanimously.

Prepared by: JoEllen Fowler, Administrative Assistant

Approved by: Wanda Willis, Executive Director