



Council Meeting Minutes

September 15, 2023

Council Members Present:

Molly Anderson*
Shontie Brown*
Kezia Cox*
Sarah Cripps*
Ryan Durham*
Will Edwards*
Diamond Grigsby*
Alicia Hall*
Chrissy Hood*
Clancey Hopper*
Courtney Johnson*
Debbie Miller*
Edward Mitchell*
Evelyn Roach *
Bliss Welch*
Brent Wiles*
Martez Williams*
Tiffany Ramsey, Dept. of Human Services,
Vocational Rehabilitation
Kendra Thomas, Dept. of Health
Carrie Brna, Dept. of Intellectual and
Developmental Disabilities
Shannon Nehus, TennCare
Lisa Primm, Disability Rights TN
Bruce Keisling, UT Health Science Center
on Developmental Disabilities
Allie Haynes, TN Rural Health Association
Stephanie Cooper, Dept. Mental Health &
Substance Abuse Services
Don Watt, Tennessee Housing
Development Authority
Julie Lounds-Taylor (Vanderbilt Kennedy
Center)

*(attended on behalf of Pablo Juarez;
abstained from all votes)*

* Governor appointed citizen

Staff Present:

Lauren Pearcy
Lynette Porter
Alicia Cone
JoEllen Fowler
Ashley Hill
Cathlyn Smith
Jolene Sharp
Emma Garton
Mildred Sparkman

Guests Present:

Joy Andal
Larea Kwakye
Wachovia King
Megan Hart
Erika Irvine

Council Members Absent:

Kimberly Boyd*
Sara Miller*
Brigham Scallion*
Russette Marcum-Embry,
Tenn. Commission on
Children & Youth
Ryan Ramsey, Tennessee
Commission on Aging and
Disability
Alison Gauld, Dept.
Education

8:30 a.m. Introductions, Opening & Agenda Review

Council chair Ryan Durham welcomed everyone and facilitated introductions of members and staff. Ryan welcomed newly appointed members for their first Council meeting:

- Evelyn Roach, First Tennessee Development District
- Courtney Johnson, First Tennessee Development District
- Molly Anderson, Southeast Development District
- Faith Henshaw, Upper Cumberland Development District
- Debbie Miller, Mid Cumberland Development District

Ryan then called the meeting to order after ascertaining there was a quorum at 9:05 a.m.

Ryan reviewed the agenda.

9:10 a.m. Business Items

Approval of May 2023 Minutes and September Meeting Agenda

The May 2023 Council meeting minutes were emailed to all the Council members prior to the September 15, 2023 Council meeting to give members an opportunity to review before the meeting. Ryan asked if there were any edits to the agenda or May 2023 minutes. Sarah Cripps noted one edit on page 4 of the May minutes.

Sarah Cripps moved to accept the May 5, 2023 minutes as edited and the September 15, 2023 agenda as written. Kezia Cox seconded the motion. There was no further discussion and the motion carried.

Executive Committee Report

Ryan Durham, Council chair, provided an overview of upcoming Council member recommendations.

- Ryan asked members to sign member policies.
- Joint Needs Assessment
- Audit Committee Vacancy

Ryan Durham moved that Bliss Welch be appointed to the vacancy on the Council Audit Committee. Lisa Primm seconded. Council members affirmed their support in discussion. The motion carried unanimously.

Budget Report

Lynette Porter, Deputy Director, provided an overview of the Council's federal awards. The fiscal year 23 federal award has been fully obligated. Congress has not yet passed a budget for federal fiscal year 24, which starts October 1, 2023. Council staff do not expect a change in business for the Council, as they are currently utilizing the FY23 award to cover expenses.

Council Bylaws Update

Lynette Porter updated members about the Council bylaws. The bylaws were drafted in 1982 and updated last in 1985. They act as a tool to guide how the Council conducts business. They include information like how the group makes decisions, how and when it holds meetings, and standing committees. Staff recommend working with the Executive Committee to update the bylaws to ensure they match the requirements of our federal and state governing documents (Developmental Disabilities Act of 2000 and Tennessee Executive Order 50, respectively). The process for updating bylaws is detailed in the bylaws for us to follow. Any changes to the bylaws must be presented in writing to the membership no less than 30 days prior to discussing and moving for approval.

Executive Director Report

Lauren Pearcy, Executive Director, provided a brief staff update to the Council.

- Emma Garton has been promoted to Director of Public Policy
- Jolene Sharp has been promoted to Chief Strategic Officer
- The Council will hire to backfill Emma’s former position. A job posting is live and will close on September 25, 2023. Council members are encouraged to share the job posting, which is live on the Council website and social media sites.

Lauren also prompted Council members to use the *Hire My Strengths* handout in their folders to participate in the upcoming October Disability Employment Awareness month campaigns.

Lauren provided an overview of Council members’ role in the determination of progress process, which committees will dive deeper into during their meetings today.

10:00 a.m. Group Photo, Break & Check Out

10:45 a.m. Committees

12:15 p.m. Lunch

1:00 p.m. Panel Presentation

Facilitated by Bruce Keisling, Director of the University of Tennessee Health Science Center on Developmental Disabilities, Council members heard from three individuals directly impacted by programs of the Council during FY23. Members of the panel included:

- Wacovia King, Leadership Academy for Excellence in Disability Services Graduate
 - Martez Williams, Council member
 - Megan Hart, TN Disability Pathfinder
-

1:00 p.m. Committee Report Out

Leadership & Development Committee

Goal 1 – Developing Engaged Leaders

Clancey Hopper, Leadership and Development Committee Chair, listed the following themes from the committee’s discussion:

- The Council served more people with disabilities using the scholarship fund, we increased access and support for people with disabilities, and we exceeded target baselines we set for ourselves.
- Areas for improvement include bringing Advocates in Motion to rural communities. The committee was also interested in doing a deep dive on the benefits and liabilities of continuing leadership trainings in person versus online.

For the above reasons, the Leadership Development Committee moved that the Council has made progress on Goal 1, Developing Engaged Leaders. There was no discussion. Passed unanimously.

Public Policy Committee

Goal 2 – Impacting Policy & Practice

Sarah Cripps, Public Policy Committee Chair, listed the following themes present during the committee’s discussion:

- The Council does an excellent job of tracking bills and answering legislative inquiries from the public, ultimately connecting those persons in various parts of state government who can help.
- Council staff does an exceptional job arming Council members with pertinent facts and data that would allow them to better educate, especially during events like Disability Day on the Hill.
- Areas where the Council has made traction include Inclusive Higher Education (including the work of Brigham Scallion at Dyersburg State and their role in helping other community colleges create similar programs on their campus), and the Precious Cargo Act.
- Areas for improvement include finding ways to accurately capture whether our public policy information is getting to the right people. To do this, the Council should take a closer look at its survey questions.

For the above reasons, the Public Policy Committee moved that the Council has made progress on Goal 2, Impacting Policy and Practice. There was no discussion. Passed unanimously.

Communications Committee

Goal 3 – Informing the Public

Edward Mitchell, Communications Committee Chair, listed the following themes present during the committee’s discussion:

- Access to plain language resources has been a priority of the Council and something it does very well. It is clear from the data that the Council is making an impact across the state with this.
- The Council has made 30 new contacts with underrepresented and minority groups. This is a bridge the Council continues to work on.
- The Council has made traction on platforms like YouTube, which received more connections than anticipated and will be a focus of the Council in the coming year.

- Areas for improvement include learning and making an intentional plan around social media in light of recent events (Twitter platform changes, for example). The Committee would also like to see an increase in the *Breaking Ground* magazine subscription rate.

For the above reasons, the Communications Committee moved that the Council has made progress on Goal 2, Informing the Public. There was no discussion. Passed unanimously.

1:50 p.m. Wrap Up

Ryan Durham reminded members to complete the evaluation and travel forms before leaving today, which are in member folders. The next Council meeting will take place on Friday, January 25, 2024, at the Embassy Suites Nashville Airport. The Council will host its retreat on Thursday, November 2, 2023, and Friday, November 3, 2023, at the Embassy Suites Nashville Airport.

1:55 p.m. Public Comment

Visitors to the Council meeting were invited to make public comment. There was no comment.

2:00 p.m. Adjournment

A motion for adjournment was made by Sarah Cripps and seconded by Edward Mitchell. The motion carried and the Council meeting was adjourned at 2:00 p.m.



Council on Developmental Disabilities

Council Meeting

September 15, 2023

Welcome




Council on Developmental Disabilities


Welcome New Members!

First TN Development District
Courtney Johnson
Dr. Evelyn Roach

Southeast Development District
Molly Anderson

Upper Cumberland Development District
Faith Henshaw

Mid Cumberland Development District
Debbie Miller



Council on Developmental Disabilities



Call to Order

Agenda Review

- Business Items
 - Executive Committee Report
 - Budget Report
 - Council Bylaws
 - Executive Director Report
- Determination of Progress

Group photo before break





Business Items



Approval of Meeting Minutes



Executive Committee Report


Ryan Durham, Council Chair

Executive Committee Report

- Member Policies to Sign:
 - Conflict of Interest Policy
 - Code of Conduct
 - Public Communication Policy
- Joint Needs Assessment
- Audit Committee – New Appointment Recommendation



Council on Developmental Disabilities




Budget Report


Lynette Porter, Deputy Director

Federal Award Status

- FY23
 - 1,470,950
 - October 22 - Sept 24
 - Level funded
 - Fully obligated
- FY24
 - No official word
 - October 23 - Sept 24
 - What we hear from D.C.



Council on Developmental Disabilities




Council Bylaws Update

Lynette Porter, Deputy Director

Council Bylaws History

- Current Council Bylaws
 - Written in 1982
 - Last revision date: 1985



Fun facts: 1982 Edition

- *E.T.* debuted in the theaters
- Michael Jackson's *Thriller* album was released
- Commodore 64 was released as a home computer
- Leg warmers were the top fashion trend

TN Council on Developmental Disabilities

What Are Bylaws?

- The rules for how a governing body regulates itself:
 - How the Council conducts its business
 - How leadership is appointed
 - How committees function
 - How decisions are made
 - How disagreements are handled
 - How a quorum is defined

TN Council on Developmental Disabilities

How Bylaws Fit in DD Act Structure

- Bylaws are only a piece of Council structure
- There is a ranking of document authority

TN Council on Developmental Disabilities

From the ITACC Website

Governing Documents in Rank Order

```

      graph TD
        A[Federal Law] --> B[State Law]
        B --> C[Bylaws]
        C --> D[Special Rules of Order]
        D --> E[Standing Rules]
        E --> F[Parliamentary Authority]
      
```

TN Council on Developmental Disabilities

Why Change Bylaws?

- Councils change or add to the bylaws to reflect the actual practices of the Council.
 - Mission statement changes
 - Council operations changes (governance and meetings, standing committees)
 - Authorizing document changes (Executive Order or State statute)
 - Using plain language

TN Council on Developmental Disabilities


The Plan For This Year

- The Council bylaws need revising
- This is a long process and how they are updated is actually *IN* our bylaws.
- It may require work ahead of and at the next 2 business meetings
- Systematic approach – after needed updates are made – the Council may want to look at additional operational changes

TN Council on Developmental Disabilities


Examples of Needed Changes

- The name of the agency is incorrect
- The citation to the DD Act is incorrect and some information is out of alignment with the Act
- Executive Order 50 not mentioned
- There are some references using non-person first language




Process For Updating Bylaws

- Per bylaws:
 - Proposed changes can be presented by Executive Committee, a standing committee, or any Council member
 - Proposed changes are presented in writing to members at least a month prior to the meeting
 - Proposed changes must be reviewed by the Executive Committee ahead of time
 - Recommendations must be presented to the Council before the vote on the proposal is taken




Process For Updating Bylaws

- Staff would like to work on these more obvious changes ahead of the January meeting for your consideration and action in January.
- We would work with the Executive Committee in the months in between the business meetings.




Process For Updating Bylaws

- There may be structure or operational changes the Council wants to consider as a next round leading up to the April business meeting.
- This would also be a good time to work on plain language of items that aren't changing but could be simplified.



Bylaws

Questions?






Executive Director's Report

Lauren Percy, Executive Director

Executive Director's Report

- Staff update
- Hire My Strengths
- Determination of Progress



TN Council on Developmental Disabilities



Determination of Process: Overview

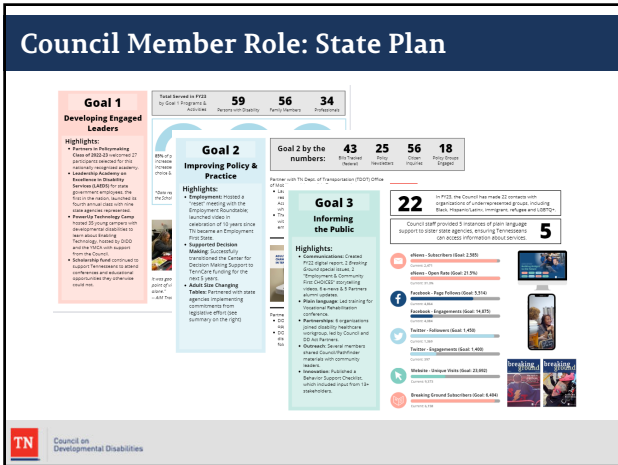
Council Member Role: State Plan

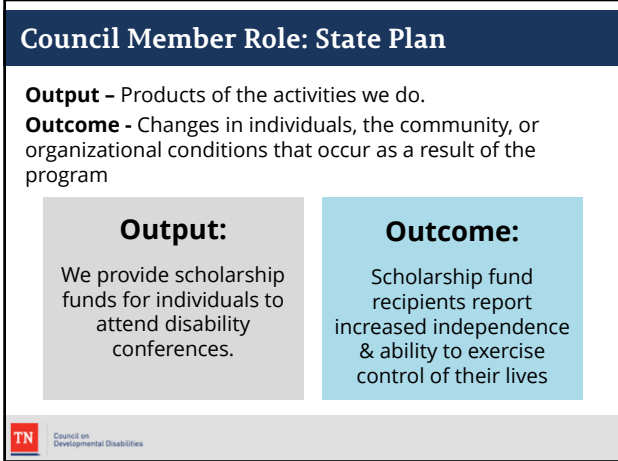
What is our State Plan?

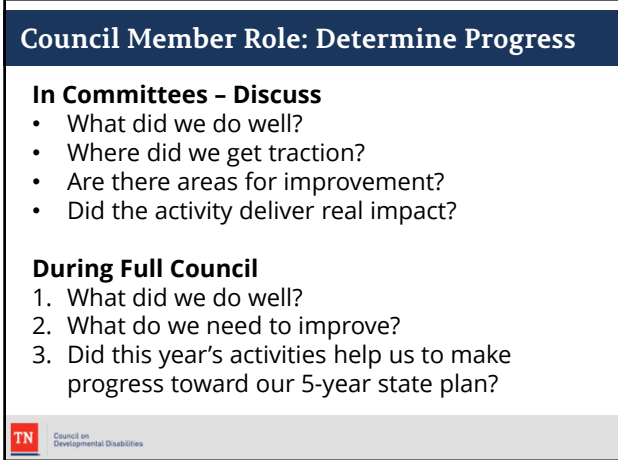
- Strategic Planning Document
- A tool that shows activities we will undertake to get from Point A to Point B

Goal 1: Developing Engaged Leaders	Goal 2: Impacting Policy & Practice	Goal 3: Informing the Public
---	--	---

TN Council on Developmental Disabilities









TN Group Photo



TN Break & Check Out
Committees begin at 10:30 am

Committee Locations

- **Leadership Development**
Georgia Ballroom
- **Public Policy**
Embassy Boardroom
- **Communications**
Carolinas Ballroom





Committee Meetings



Lunch
Next Session begins at 1 p.m.



Panel



Goal 1: Report Out

Committee Determination of Progress

Goal Summary

1. What did we do well?
2. What do we need to improve?
3. Did this year's activities help us to make progress toward our 5-year state plan?

TN Council on Developmental Disabilities *Presented by Clancey Hopper, Committee Chair*

Goal 2: Report Out

Committee Determination of Progress

Goal Summary:

1. What did we do well?
2. What do we need to improve?
3. Did this year's activities help us to make progress toward our 5-year state plan?


TN Council on Developmental Disabilities *Presented by Sarah Cripps, Committee Chair*

Goal 3: Report Out

Committee Determination of Progress

Goal Summary:

1. What did we do well?
2. What do we need to improve?
3. Did this year's activities help us to make progress toward our 5-year state plan?


 Presented by Edward Mitchell, Committee Chair

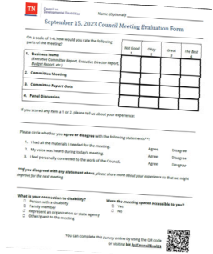
 **Wrap Up**


Wrap-up

Complete travel forms & evaluations

[Bit.ly/CouncilEval23](https://bit.ly/CouncilEval23)







Wrap-up


Upcoming Meeting Dates
Location: Nashville, TN

- Council Retreat: November 2-3, 2023
- Council Meeting: Friday, January 26, 2024
- Council Meeting: Friday, April 19, 2024



Public Comment Period

This time is reserved for the public to make any comments





Adjournment



Council Leadership Development Committee

Location: Embassy Suites – Nashville Downtown Airport
Date: Friday, September 15, 2023
Time: 10:45 a.m. CDT

Present: Ryan Durham, Clancey Hopper, Alicia Hall, Faith Henshaw, Courtney Johnson, Carrie Brna, Bruce Keisling, Tiffany Ramsey

Absent: Brigham Scallion, Alison Gauld, Ryan Ramsey, Julie Johnson

Staff: Cathlyn Smith, Lynette Porter, Ashley Hill

Guests:

1) **Call to Order**

After confirming there was a quorum, Clancey Hopper, Chair, called the meeting to order at 10:45 a.m. CDT / 11:45 a.m. EDT.

Tiffany Ramsey moved for approval of the agenda and May minutes; Alicia Hall seconded. Approved.

2) **Determination of Progress Presentation**

Cathlyn Smith, Director of Leadership Development, reviewed key outputs and outcomes from Goal 1 of the Council State Plan. The presentation is attached to these minutes. During the presentation, Cathlyn shared several stories of impact and compelling quotes from participants. The group also viewed the video produced by the Council about Advocates In Motion (AiM), which is a training program for self-advocates and part of our leadership development goals.

3) **Committee Discussion & Determination**

Council members discussed the following questions and identified the following patterns:

- What did we do well?: Increases in all numbers, real impact, served more people, exceeded baseline metrics.
- Where did we get traction?: Partners in Policymaking, LAEDS, empowering participants.
- Are there areas for improvement?: Bring AiM and other programs to rural communities, put a higher impact on follow-up.



- Did the activities have real impact? The group was in agreement: Yes.

Courtney Johnson moved to recommend reporting that the Council has made progress toward State Plan Goal 1: Developing Engaged Leaders. Alicia Hall seconded. There was not discussion. Motion carried unanimously.

4) **Adjournment**

At 11:37 a.m. Ryan Durham made a motion to adjourn the meeting; Tiffany Ramsey seconded. Motion passed unanimously.

Prepared by: Lynette Porter and Cathlyn Smith



Council Communications Committee

Location: Embassy Suites – Nashville Downtown Airport
Date: Friday, September 15, 2023
Time: 10:45 a.m. CDT

Present: Edward Mitchell, Shontie Brown, Will Edwards, Diamond Grigsby, Debbie Miller, Bliss Welch, Shannon Nehus, Allie Haynes, Mark Liverman

Absent: Sara Miller, Pablo Juárez

Staff: Jolene Sharp, Alicia Cone, Mildred Sparkman

Guests: Erika Irvine, Julie Lounds Taylor (attending for Pablo Juárez)

1) **Call to Order**

After confirming there was a quorum, Edward Mitchell, Chair, called the meeting to order at 10:46 a.m. CDT.

***Shannon Nehus moved for approval of the agenda; Mark Liverman seconded.
Approved.***

***Shannon Nehus moved for approval of the May minutes; Diamond Grigsby seconded.
Approved.***

2) **Determination of Progress Presentation**

Jolene Sharp, Chief Strategy Officer, reviewed key outputs and outcomes from Goal 3 of the Council State Plan. The presentation is attached to these minutes.

3) **Committee Discussion & Determination**

Council committee members discussed the following questions and identified the following patterns:

- What did we do well? (Themes/patterns – YouTube and YouTube metrics; helping other state organizations; succeeding despite personnel changes; showed flexibility/able to change with changing resources and needs; increasing our engagement rates; and collaboration)
- Where did we get traction? (Themes/patterns – access to plain language; YouTube/videos; reaching underrepresented communities; new platform use; and people acting on information from Communications staff through social media platforms)
- Are there areas for improvement? (Themes/patterns – Translate more



information into Spanish; more work on getting past core group of followers; more resources to LGBTQI+ community; more Facebook engagement; reach more young people; reach more underrepresented groups; look into Instagram; and increase Breaking Ground subscribers)

- Did the activities have real impact? (Themes/patterns – Yes!; repeat users/visitors on YouTube show impact of videos; exceeding targets shows impact; and successes of the LGBTQI+ work around healthcare shows impact)

Shontie Brown moved to recommend reporting that the Council has/has not made progress toward State Plan Goal 3: Informing the Public. Diamond Grigsby seconded. There was no discussion. Motion carried unanimously.

4) **Adjournment**

At 12:15 p.m. CDT Shontie Brown made a motion to adjourn the meeting; Allie Haynes seconded. Motion passed unanimously.

Prepared by: Alicia Cone and Jolene Sharp



Council Public Policy Committee

Location: Embassy Suites – Nashville Downtown Airport
Date: Friday, September 15, 2023
Time: 10:45 a.m. CDT

Present: Sarah Cripps, Molly Anderson, Chrissy Hood, Martez Williams, Kezia Cox, Brent Wiles, Jacqueline Johnson (Department of Health)

Absent: Kim Boyd, Russette Macrum-Embry (Tennessee Commission on Children and Youth), Lisa Primm (Disability Rights Tennessee), Don Watt (Tennessee Housing Development Authority)

Staff: Lauren Percy, Emma Shouse Garton, JoEllen Fowler, Ashley Edwards

Guests: Joy Andal

Call to Order – Approve Agenda

After noting there was a quorum, Sarah Cripps, Chair, called the meeting to order at 10:45 a.m. **Chrissy Hood moved for approval to accept the agenda and minutes from the last committee meeting. Kezia Cox seconded. Motion carried unanimously.**

Determination of Progress Presentation

Lauren Percy, Executive Director, reviewed key outputs and outcomes from Goal 2 of the Council State Plan. Members discussed some key points, including the survey that showed people’s increased knowledge about policy topics (the general “communications impact survey”).

Committee Discussion & Determination

Members discussed the following questions about the previous presentation:

1. What did we do well?
2. Where did we get traction?
3. What do we still need to improve?
4. Did the activities have impact?

Trends in discussion included:

- **Changing tables implementation.** The Council is seeing the real impact of the legislation passed in 2021. For example, a Council member stopped at a rest stop during a summer road trip and was able to use an adult size changing table. Tennessee is now a national leader – the only state to have tables planned in all state parks, rest stops, and welcome centers. To date, almost 50 private businesses and municipalities have installed tables through grants.



With Chrissy Hood's help, there is now a website where families can find these tables. Chrissy briefed the committee about sharing TN's progress with adult size changing tables with other states and at the national level.

- **Huge increase in Council member participation in public policy.** Almost all members – 17 out of 21 – participated in public policy activities last year. This is the highest since staff began measuring this metric.
- **Disability Day on the Hill** was very successful. Members felt the Council has been doing a good job preparing Council members to speak to legislators about priority issues.

The committee reviewed four metrics that were not met and discussed the reasons for each. For example: in person targets set before the pandemic. The departure of the previous policy director mid-year resulted in limited staff capacity. One specific area identified for improvement is how we measure the impact of our efforts on real people. Right now, we ask our newsletter readers if our work increases their policy knowledge. The committee asked for us to rethink that approach.

Molly Anderson moved to recommend reporting that the Council has made progress toward State Plan Goal 2; Chrissy Hood seconded. There was not discussion. Motion carried unanimously.

Adjournment

At 12:05 p.m., Martez Williams made a motion to adjourn the meeting; Kezia Cox seconded. Motion passed unanimously.

Prepared by: Lauren Percy and Emma Garton