

**TENNESSEE COUNCIL ON DEVELOPMENTAL DISABILITIES**  
**EXECUTIVE COMMITTEE CALL**  
**SEPTEMBER 2, 2015**  
**11:00 A.M. CDT/12 NOON EDT**  
**MINUTES**

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

**Staff:** Wanda Willis, Lynette Porter, JoEllen Fowler

Roger Gibbens, Chair, called the meeting to order.

**1) Review agenda; approve minutes**

Roger reviewed the Executive Committee agenda.

***Stephanie moved to approve the August 5, 2015 minutes as written. Evan seconded. Beth abstained (she did not attend the August 5<sup>th</sup> meeting). Approved.***

**2) Updates**

- **Executive Order**

Wanda has communicated with the attorney who drafted the Executive Order and it is circulating in the Governor's office.

- **Concept Paper for PCO training of MCOs**

Wanda will introduce the concept paper at the September Council meeting. TennCare & DIDD have reviewed it and everyone approves. Wanda contacted Michael Smull with SDA (Support Development Associates) to draft a formal proposal, which we should receive in mid-October. Then we can start the reviewing process and plan for a vote at the February Council meeting. When the Executive Committee meets in few weeks, we will set aside some time to develop the process for reviewing the proposal (review committee, etc.).

- **Overview on TV program opportunity**

Lynette had conversation with a communications staff person from the Dept. of Labor & Workforce Development (L&WFD) about an initiative they have with News Channel 5 to focus on Employment. They will produce several 30 min. segments targeted at employers, and the Council was invited to sponsor one of them. After meeting with L&WFD staff, Wanda drafted a proposal and recommended our segment run in March 2016, during Disability Awareness month. Once the proposal is finalized, we will enter into a formal agreement with News Channel 5.

**Wanda will send the proposal to the Executive Committee.**

**3) Review agendas for upcoming meetings**

- **Orientation agenda**

Lynette reviewed the agenda. We have 6 new members and Serina Gilbert attending. Roger, Tommy Lee & Evan will present different parts of the Orientation.

**Lynette will send slides to Roger, Tommy Lee & Evan to review next week.**  
**JoEllen will send driving and parking directions.**

- **September 17 Executive Committee agenda**

Wanda reviewed the draft Executive Committee agenda for September 17<sup>th</sup>.

**JoEllen will add a discussion about process for reviewing the SDA proposal.**

- **September 18 Council meeting agenda**

Wanda reviewed the agenda. Roger will give new members an opportunity to introduce themselves at the start of the meeting and then recognize retiring members. Bruce Davis had to cancel his presentation on Law Enforcement Training, so we will look at the possibility of rescheduling him for a meeting next year. With so many new members, the Committee suggested that we explain Waivers for everyone, use simple language, avoid the use of acronyms, and ask questions if we think others might be confused.

**Wanda will contact TennCare about language to explain Waivers.**  
**JoEllen will send information on new and retiring members to Roger.**

#### **4) Next Executive Committee call – October 7, 2015**

The Committee confirmed the next conference call on October 7<sup>th</sup>.

***At 11:45 a.m. Tommy Lee moved for adjournment, and Evan seconded. Approved unanimously.***

Next Executive Committee meeting: September 17, 2015 @ 3:00 p.m. CDST/4:00 p.m. EDST  
@ Embassy Suites Airport

Next Executive Committee call: Wednesday, October 7, 2015 at 11:00 a.m. CDST/12:00 noon EDST.

Prepared by: JoEllen Fowler, Administrative Assistant

Approved by: Wanda Willis, Executive Director