



## Council Executive Committee

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Location: Embassy Suites Nashville Airport  
Embassy Boardroom,  
10 Century Blvd., Nashville, TN 37214  
Date: Thursday, September 14, 2023  
Time: 3:30 pm CDT

**Present:** Ryan Durham, Sarah Cripps, Brent Wiles, Clancey Hopper, Edward Mitchell

**Absent:**

**Staff:** Lauren Percy, Lynette Porter, Ashley Edwards

1) **Call to Order**

After confirming there was a quorum, Ryan Durham, Chair, called the meeting to order at 3:35 pm CDT

2) **Consent Agenda: Approve today's Executive Committee Agenda and the August Executive Committee Meeting Minutes.**

The committee reviewed the agenda with no discussion.

***Brent Wiles moved for approval; Sarah Cripps seconded. Approved.***

The committee reviewed the minutes with no discussion.

***Sarah Cripps moved for approval; Clancey Hopper seconded. Approved.***

3) **Review September 15 Meeting Agenda**

Lauren Percy, Executive Director, reviewed materials ahead of the September 15 Council meeting, including the agenda. During the meeting, members will be asked to review the work of the Council from the last fiscal year and determine whether it has made progress toward our state plan goals. In committee, staff will highlight key activities, outputs, and outcomes for each goal area. Members will then discuss and determine progress together before bringing their recommendation to the full Council for action.

The Council will also hear from three individuals directly impacted by Council member programs this year in a panel discussion immediately following lunch. Panel participants include:

- Wacovia King, Pre-ETS Field Supervisor, Division of Rehabilitation Services and Leadership Academy for Excellence in Disability Services Class of 2023 graduate
- Megan Hart, Director of Tennessee Disability Pathfinder
- Martez Williams, Council Member At Large and Partners in Policymaking graduate

Additionally, members will sign the Council Member Conflict of Interest Policy and the Council Member Code of Conduct. In July, the Executive Committee reviewed and edited the Conflict of



Interest policy along with the Public Communications Policy which will also be in members' folders to read.

During the Executive Committee report, Ryan Durham, Council Chair, will recommend Bliss Welch to the vacant seat on the Council Audit Committee. Ryan has reviewed Bliss' education and experience and spoken to Bliss to confirm her willingness to serve on the Audit Committee.

#### 4) **Deputy Director Updates**

Lynette Porter, Deputy Director, provided updates on two items.

- **Bylaws**

Tomorrow, we will be having a presentation on the status of the Council bylaws. They were drafted in 1982 and updated last in 1985. They act as a tool to guide how the Council conducts business and 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 Executive Order 50). 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.

- **Budget Updates**

Congress has not yet passed a budget for federal FY24, which starts October 1, 2023. Council staff do not anticipate a change in business for the Council, as they are currently utilizing the FY23 award to cover expenses.

#### 5) **Other Business**

The Executive Committee set meetings through July 2024:

- October 10, 2023 at 11:00 am CDT / 12:00 pm EDT (virtual)
- November 1, 2023 at 3:30 pm CDT / 4:30 pm EDT (in person)
- December 5, 2023 at 11:00 am CST / 12:00 pm EST (virtual)
- January 25, 2024 at 3:30 pm CST / 4:30 pm EST (in person)
- February 5, 2024 at 11:00 am CST / 12:00 pm EST (virtual)
- March 5, 2024 at 11 am CST / 12:00 pm EST (virtual)
- April 18, 2024 at 3:30 pm CDT / 4:30 pm EDT (in person)
- May 7, 2024 at 11:00 am CDT / 12:00 pm EDT (virtual)
- June 4, 2024 at 11:00 am CDT / 12:00 pm EDT (virtual)

#### 6) **Motion to Adjourn**

***At 4:31 pm CDT / 5:31 pm EDT Clancey Hopper moved to adjourn the meeting. Edward Mitchell seconded. Approved.***



**Next meeting:** Tuesday, October 10, 2023, 11:30 am CDT / 12:30 pm CDT)  
Virtual, via Zoom

*Ashley Edwards*

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Prepared by: Ashley Edwards, Executive Assistant

*Lauren Percy*

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Approved by: Lauren Percy, Executive Director