



## Council Executive Committee

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Location: Conference Call - WebEx  
Date: Tuesday, June 9, 2020  
Time: 11:00 a.m. CDT/12:00 p.m. EDT

**Present:** Tecia Puckett-Pryor, Tatum Fowler, Ryan Durham, Lisa Johnson

**Absent:** Lesley Guilaran

**Staff:** Wanda Willis, Ashley Edwards, Lynette Porter

1) **Call to Order**

After ascertaining there was a quorum, Tecia Puckett-Pryor, Chair, called the meeting to order at **11:12 a.m.**

2) **Consent Agenda: Approve today's Executive Committee Agenda and April 30, 2020 Executive Committee Minutes**

No discussion.

***Ryan Durham moved for approval; Tatum Fowler seconded. Approved.***

3) **Annual Reporting on Public Records Requests**

All state agencies are required by the Comptroller of the Treasury to report any requests for public records over the course of the year. Lynette Porter, Deputy Director, shared that the Council has received no requests in the current year. The agency has operational policies and procedures in place to be followed if a request from the public does come in.

4) **COVID-19 Update**

Wanda Willis, Executive Director, reported updates from the Reimagining Tennessee Government Task Force, the designated group helping to create processes and procedures in the midst of the COVID-19 pandemic for state government employees. When visiting the Council offices, staff and visitors are required to have their temperature taken and answer health-related questions. Council staff will continue to work from home, using guidance from the task force to make decisions about when it is safe to return back to the office. We will re-evaluate this in August.

With this in mind, the Council staff recommends that the September 18 council meeting be held using a virtual platform instead of in-person. Making this decision early helps staff to adequately plan for moving this meeting to an online platform and give us time to send notice to the hotel without financial penalty.



***Tatum Fowler moved to host the September 18, 2020 Council meeting online, in lieu of meeting in person to maintain proper health precautions related to the COVID-19 pandemic. Ryan Durham seconded. Approved unanimously.***

5) **Budget Update**

Wanda and Lynette shared an overview of proposed state budget cuts that was shared electronically to all council members last week:

Reduction to the state budget for 2020-21 is a result of lower revenue due to the COVID-19 pandemic. Every state agency will submit a plan to reduce their state appropriation by 12%. The Council receives a small amount of state dollars as match to our federal funding appropriated by Congress each year through the Developmental Disabilities Act. To date, we have not received notice of any federal cuts to this year's budget. This translates to a \$26,400 reduction in our budget.

This week, staff began meeting to develop our reduction proposal. We will be looking for reductions that have as little impact on our mission and programs as possible. Current staff positions will not be cut. The role of the Council Executive Committee in this process will be to review the reduction plan on behalf of the Council members as we prepare to submit it.

With the help of our agency budget analyst in the Department of Finance and Administration (F&A), we are required to submit our reduction plan by the end of June. This plan is a proposal and there may be changes along the way. The final decisions are up to the Governor and the state F&A Commissioner. The final agency plans will be put in place for the FY 20-21 state fiscal year which starts July 1, 2020..

6) **May Council Meeting Evaluation**

Wanda reviewed a summary from meeting feedback for the May Council meeting. This data is used to help make informed decisions on how to improve council meetings. This meeting was the first held online and while most feedback was positive and affirming, many comments will help us do a better job of improving any future meetings hosted online.



8) **Motion to Adjourn**

***At 12:00 p.m. Ryan Durham moved to adjourn. Lisa Johnson seconded. Approved.***

**Next call:** Tuesday, July 14 at 11:00 a.m. CDT/12:00 p.m. EDT

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Prepared by: Ashley Edwards, Executive Assistant

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Approved by: Wanda Willis, Executive Director