



Council Executive Committee

Location: Virtual Meeting (Zoom)
Date: Tuesday, August 8, 2023
Time: 11:00 am CDT / 12:00 pm EDT

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

Absent:

Staff: Lauren Percy, Lynette Porter, Ashley Edwards

The Committee conducted this meeting by electronic means of communication (Zoom for Government). Members of the committee reside across the state, which is key to their ability to represent the diversity of Tennessee. The matters considered by the Executive Committee at that meeting required timely action by the body and physical presence by a quorum of the members is not practical within the period of time requiring action. Required public notice was given.

1) **Call to Order**

After confirming there was a quorum, Ryan Durham, Chair, called the meeting to order at **11:06 a.m. CDT / 12:06 p.m. EDT.**

2) **Consent Agenda: Approve today's Executive Committee Agenda**

The committee reviewed the agenda with no discussion.

Edward Mitchell moved for approval as edited; Clancey Hopper seconded. Approved.

Consent Agenda: Approve July 2023 Executive Committee Minutes

The committee reviewed the minutes with no discussion.

Brent Wiles moved for approval as edited; Edward Mitchell seconded. Approved.

3) **Council Member Policy Review (Action Item)**

During their July 2023 meeting, the Executive Committee approved the Council Member Conflict of Interest Policy, with the intent to update the definition of "family" and approve the final changes during the August Executive Committee meeting. Lynette Porter presented an updated definition:

For the purposes of this policy, the term "family" is defined as a person's parents, siblings, spouse and children, including children by marriage or adoption.

Sarah Cripps moved that the Council Member Conflict of Interest Policy be approved with the updated definition of "family". Edward Mitchell seconded. Clancey Hopper was not present for the vote and thus abstained. Motion passed unanimously.



4) **Review of September 15, 2023 Council Meeting Agenda**

Staff reviewed the proposed agenda for the upcoming Council meeting. The primary purpose of this meeting will be to determine whether the Council has made adequate progress toward its State Plan Goals and Objective. Members will hear updates about the Council budget, bylaws, and Audit Committee vacancy recommendation. Additionally, Council members will sign annual policies related to code of conduct, conflict of interest, and Council communication policies.

During the Executive Director Report, Lauren will explain the Determination of Progress and each committee's role. At the end of the meeting, Council members will be asked to take formal action in reporting this progress. This is an annual requirement for federal reporting. Lauren also plans to announce staffing updates for the agency.

5) **Motion to Adjourn**

At 11:39 a.m. CDT / 12:39 p.m. EDT Sarah Cripps moved to adjourn the meeting. Edward Mitchell seconded. Approved.

Next meeting: Thursday, September 14, 2023, 3:30 p.m. CDT
Embassy Suite, Nashville Airport (10 Century Blvd, Nashville)

Prepared by: Ashley Edwards, Executive Assistant

Approved by: Lauren Percy, Executive Director