

**Volunteer Tennessee**  
**Special Called Commission Meeting Minutes**

Tennessee Tower, 18th Floor, Conference Room A, 312 Rosa L Parks Ave., Nashville, TN 37243  
November 29, 2022

Members in Attendance (in-person underlined): Chairing: Amy Walter\*, Suzanne Carr (TDHS), Terry Frank\*, Amy Gilliland\*, D'Shonta Gleeton (TDCS), Katie Goforth\*, Andrea Hill\*, Michael Hogan (TDS&HS), Rick Kriesky\*, Caroline Ledlie (AmeriCorps), Greg Lyles\*, Nancy Schelin (TDEC), Jason Scott\*, Terry Silver\*, Kendra Thomas (TDoH), Tracy Van de Vate\*, Betty White\*, Eileen Wollam\*, Jessica Youngblom (TDMHSAS)

Members not in Attendance: George Bove\*, Stephanie Davis\*, Liz Johnson (TDoH), Holly Jones\*, Buddy Lea (TDF&A), Heidi Leming (TBR), Patrick Maloney\*, Lee Moten\*, Kane Reeves\*, Cameron Sanford\*, Leon Shields\*, VACANT (TDOE, TDLWD, TDM, UT-C)

Staff: Shannon Duke, Latiyfa Fields, Neelam Gupta, Gordon Harless, Jim Snell, Don Sowers, Candace Taylor

Quorum Count: 12 (2 in-person) of 21 appointed (11 is quorum). (\*) indicates voting member.

Amy Walter called the meeting to order at 10:00 a.m. and asked Jim Snell to call the roll for a quorum check. Ten voting members were present. Jim noted that Amy Gilliland was joining at 10:30 a.m. and suggested moving forward with discussions and recheck quorum prior to any vote.


Amy called Jim to begin discussion on the draft 2023-25 State Service Plan. Jim noted that the commission finished work on the Food Deserts, Education Gaps, and Economic Opportunity and Workforce Development sections of the plan during the September retreat. The focus for today's meeting would be the Diversity, Equity, and Inclusion; Emergency Preparedness; Program Performance; and Plan for Adults Age 55 or Older sections.

At approximately 10:30 a.m., Andrea Hill joined the meeting, and a quorum was present. Amy reviewed the Statement of Necessity. Due to scheduling conflicts and the short timeline for this special meeting, less than a quorum of Volunteer Tennessee commission members was present in person for the meeting, so under Tennessee Code Annotated section 8-44-108, the Volunteer Tennessee commission is allowed to rely on the participation of members by electronic or other means to constitute a quorum, only upon determination by the commission that a necessity exists. The commission was scheduled to consider the time-sensitive 2023-2025 State Service Plan. Amy called for a motion to approve the determination of necessity to proceed with the meeting with a quorum to include electronic and phone participants based on the time sensitivity of the matter on the agenda. Eileen Wollam made a motion, and Andrea Hill seconded. Amy asked Jim to do a roll call vote. Jim called the roll, and the motion passed unanimously.

The commission continued its discussion on the draft 2023-25 State Service Plan. The commission completed development of goals the Diversity, Equity, and Inclusion; Emergency Preparedness; Program Performance; and Plan for Adults Age 55 or Older sections.

Amy called for a motion to approve the 2023-25 State Service Plan as it was revised during the meeting. Betty White made a motion, and Katie Goforth seconded. Amy asked Jim to do a roll call vote. Jim called the roll, and the motion passed unanimously.

Amy asked if there were any final questions. Amy then called for a motion to adjourn the meeting. Eileen Wollam motioned, Greg Lyles seconded. Amy adjourned the meeting at 12:37 p.m.

Approved:  Secretary Date: 03/09/2023

*Meeting minutes prepared by Jim Snell, Executive Director.*