

Sunset Public Hearing Questions for
**Statewide Planning and Policy Council for the
Department of Intellectual and Developmental Disabilities**
Created by Section 33-5-601, *Tennessee Code Annotated*
(Sunset termination June 2017)

1. Provide a brief introduction to the council, including information about its purpose, statutory duties and staff.

The purpose of the Statewide Planning and Policy Council (SPPC) is to assist the Department of Intellectual and Developmental Disabilities (DIDD) with planning a comprehensive array of high-quality prevention, early intervention, treatment, and habilitation services and supports and to advise the department on policy, budget requests, and developing and evaluating services and supports.

The SPPC advises the commissioner of DIDD as to plans and policies to be followed in the service systems and the operation of departmental programs and facilities, recommends to the general assembly legislation and appropriations for the programs and facilities, advocates for and publicizes the recommendations, and publicizes generally the situation and needs of persons with intellectual and developmental disabilities and their families.

The SPPC has four (4) sub-councils: the Developmental Disabilities Planning and Policy Council (DDPPC), The East Regional Planning and Policy Council (EPPC), the Middle Regional Planning and Policy Council (MPPC), and the West Regional Planning and Policy Council (WPPC). DIDD supports these councils by providing liaisons who work with the 5 respective chairpersons to coordinate meeting dates/times/locations/meals, as well as prepare meeting materials/agenda/minutes/handouts.

2. Provide a list of the council members and describe how membership complies with Section 33-5-601(b), *Tennessee Code Annotated*. Are there any vacancies on the council and, if so, what is being done to fill those vacancies?

Member	Demographic Represented	Service Recipient/Family
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		Member
Phil Garner	Chair (appointed by Governor)	Yes
Becky Massey	Senator (appointed by Speaker)	No
Bryan Terry	Representative (appointed by Speaker)	Yes
Jennifer Enderson	At-Large Representative (appointed by Governor)	No
Laura Brown	Elderly Representative (appointed by Commissioner)	Yes
Cathy Kavara	Family Member (appointed by Commissioner)	Yes
Cecilia Melo-Romie	Other Affected by Intellectual and Developmental Disabilities Issues (appointed by Commissioner)	Yes
Arie Nettles	Children Representative (appointed by Commissioner)	No
Melissa Richards	Intellectual and Developmental Disabilities Service Provider (appointed by Commissioner)	Yes
Connie Richardson	Family Member (appointed by Commissioner)	Yes
Robert Vaughn	Service Recipient (appointed by Commissioner)	Yes

There is currently a vacancy on the SPPC for an At-Large representative. DIDD has an online interest form submission system, and council members are reminded to share this information with stakeholders in their communities and encourage those who might be willing to serve to submit an interest form. DIDD periodically issues reminders about the interest form to service providers via the Open Line publication. The interest form may be accessed at <http://tn.gov/didd/section/planning-policy-councils>.

- Does the council's membership include public / citizen members? Female members? Members of racial minorities? Members who are 60 years of age or older at the time of appointment?

Every SPPC member is a public citizen (non-governmental employee, legislator) . The SPPC is currently comprised of: 1 African American Female, 1 African American Male, 7 Caucasian Females, 2 Caucasian Males, and 1 Female Hispanic.

While age is not a demographic that has been documented on the council, there are members who were at least 60 years of age at their time of appointment.

4. How many times has the council met during fiscal years 2015 and 2016, and how many members were present at each meeting? Has the council met the statutory requirement at Section 33-5-601(d), *Tennessee Code Annotated*, to meet quarterly?

The SPPC has met the statutory requirement to meet quarterly. Dates and number of members present are captured in the table below.

Meeting Date	Members Present
August 19, 2015	9
November 18, 2015	9
February 25, 2016	7
May 18, 2016	8

5. What per diem or travel reimbursement do members receive? How much was paid to council members during fiscal years 2015 and 2016?

Council members are eligible to receive the FY 2015 and 2016 Per Diem Rates for Tennessee. We currently reimburse \$.47/mile for point-to-point mileage. If an overnight stay is involved in Nashville, the state will reimburse up to \$161/night. Meals and incidentals may also be reimbursed at up to \$59.00 for a full day between travel to and from or 75% of that for travel in one day and back the next. These rates vary depending on the city/county, so the regional council travel reimbursements are based on their local rates.

TRAVEL CLAIMS

Council	Date	Member	Amount	FY
EPPC	7/10/2014	Harold Bryson	105.28	15
DDPPC	7/10/2014	Pam Jackson	128.00	15
DDPPC	7/10/2014	Bruce Keisling	194.58	15
WPPC	7/22/2014	Kathy Gibbs	6.75	15
WPPC	7/22/2014	Julie Vest	84.60	15
WPPC	7/22/2014	Rhonda Clark	33.84	15
WPPC	7/22/2014	Reginald Caldwell	122.48	15
EPPC	10/9/2014	Harold Bryson	105.28	15
WPPC	10/14/2014	Julie Vest	84.60	15
MPPC	10/17/2014	Jason Taylor	19.42	15
MPPC	10/17/2014	Ka Chapman	45.96	15
DDPPC	11/4/2014	Pam Jackson	128.00	15
DDPPC	11/12/2014	Pam Jackson	148.00	15

EPPC	11/19/2014	Dan Steffen	169.20		15
EPPC	1/8/2015	William Smith2	9.52		15
EPPC	1/8/2015	Harold Bryson	105.28		15
DDPPC	1/8/2015	Pam Jackson	128.00		15
WPPC	1/8/2015	Rhonda Clark	86.39	15	
WPPC	1/8/2015	Julie Vest	85.26		15
DDPPC	4/9/2015	Pam Jackson	128.00		15
WPPC	4/21/2015	Connie Brown	78.96		15
WPPC	4/21/2015	Rhonda Clark	25.85	15	
WPPC	4/21/2015	Charlotte Doyle	75.20		15
WPPC	4/21/2015	Reginald Caldwell	59.22		15
EPPC	7/9/2015	Harold Bryson	105.28		16
DDPPC	7/9/2015	Bruce Keisling	194.58		16
DDPPC	7/9/2015	Pam Jackson	128.00		16
DDPPC	7/9/2015	Bruce Keisling	194.58		16
WPPC	7/21/2015	Reginald Caldwell	121.26		16
WPPC	7/21/2015	Tabitha Matthews	5.64		16
WPPC	7/21/2015	Rhonda Clark	88.36	16	
WPPC	7/21/2015	Julie Vest	86.48		16
SPPC	8/19/2015	Cathy Kavara	65.10	16	
EPPC	10/8/2015	Harold Bryson	105.28		16
WPPC	10/20/2015	Rhonda Clark	26.32	16	
WPPC	10/20/2015	Julie Vest	15.98		16
WPPC	10/20/2015	Tabitha Matthews	76.99		16
WPPC	10/20/2015	Reginald Caldwell	58.28		16
WPPC	10/20/2015	Connie Bowlan	59.03		16
DDPPC	1/9/2016	Pam Jackson	128.00		16
WPPC	2/3/2016	Reginald Caldwell	118.44		16
WPPC	2/3/2016	Tabitha Matthews	10.34		16
WPPC	2/3/2016	Rhonda Clark	86.38	16	
SPPC	2/25/2016	Cathy Kavara	65.10	16	
MPPC	4/15/2016	Kathleen Chapman	53.58		16
MPPC	4/15/2016	Janet Shouse	11.56	16	
WPPC	4/20/2016	Reginald Caldwell	58.28		16
WPPC	4/20/2016	Rhonda Clark	21.62	16	
WPPC	4/20/2016	Kathy Gibbs	74.92		16
DDPPC	4/26/2016	Pam Jackson	128.00		16
SPPC	5/18/2016	Cathy Kavara	65.10	16	

MEALS

Council	Date	Supplier	Amount	FY
DDPPC	7/10/2014	Bread & Company	191.64	15
EPPC 7	/10/2014	The Lunchbox	135.60	15
WPPC	7/22/2014	The Grapevine	168.50	15

MPPC	7/24/2014	Jason's Deli	120.86	15
SPPC	8/20/2014	Bread & Company	133.36	15
EPPC	10/9/2014	The Lunchbox	116.33	15
WPPC	10/14/2014	The Grapevine	124.00	15
MPPC	10/17/2014	Jason's Deli	120.43	15
DDPPC	1/8/2015	Jason's Deli	95.70	15
EPPC	1/8/2015	The Lunchbox	111.78	15
WPPC	1/8/2015	The Grapevine	154.00	15
MPPC	1/16/2015	Jason's Deli	151.35	15
SPPC	2/25/2015	Jason's Deli	194.77	15
DDPPC	4/9/2015	Jason's Deli	146.62	15
EPPC	4/9/2015	The Lunchbox	111.58	15
MPPC	4/17/2015	Jason's Deli	142.28	15
WPPC	4/21/2015	Heavenly Ham	142.31	15
SPPC	5/20/2015	Jason's Deli	156.08	15
DDPPC	7/9/2015	Jason's Deli	160.39	16
EPPC	7/9/2015	The Lunchbox	160.80	16
MPPC	7/17/2015	Jason's Deli	149.76	16
WPPC	7/21/2015	The Grapevine	180.25	16
SPPC	8/19/2015	Jason's Deli	195.12	16
DDPPC	10/8/2015	Jason's Deli	131.02	16
EPPC	10/8/2015	The Lunchbox	151.25	16
MPPC	10/16/2015	Jason's Deli	128.47	16
WPPC	10/20/2015	Heavenly Ham	142.31	16
SPPC	11/18/2015	Jason's Deli	237.63	16
EPPC	1/14/2016	Jason's Deli	82.40	16
DDPPC	1/15/2016	Jason's Deli	131.65	16
MPPC	1/29/2016	Jason's Deli	131.16	16
WPPC	2/3/2016	The Grapevine	150.50	16
SPPC	2/25/2016	Jason's Deli	226.77	16
MPPC	4/15/2016	Jason's Deli	122.17	16
WPPC	4/20/2016	Heavenly Ham	143.82	16
DDPPC	4/26/2016	Jason's Deli	139.63	16
SPPC	5/18/2016	Jason's Deli	224.63	16

6. What were the council's revenues and expenditures for fiscal years 2015 and 2016? Does the council carry a reserve fund balance and, if so, what is the total of that reserve fund balance?

There are no direct revenues from the councils. The only expenditures associated with SPPC activities are for the provision of lunches and, in some cases, reimbursement for travel as outlined in the response to #5.

Cost of Travel paid to Members

Date (Multiple Items)

Sum of Amount	FY		Grand Total
	15	16	
Council			
DDPPC	854.58	773.16	1,627.74
EPPC	514.56	210.56	725.12
MPPC	65.38	65.14	130.52
SPPC	169.20	195.30	364.50
WPPC	743.15	908.32	1,651.47
	2,346.8		
Grand Total	7	2,152.48	4,499.35

Cost of Meals

Sum of Amount	FY		Grand Total
	15	16	
Council			
DDPPC	433.96	562.69	996.65
EPPC	475.29	394.45	869.74
MPPC	534.92	531.56	1066.48
SPPC	484.21	884.15	1368.36
WPPC	588.81	616.88	1205.69
Grand Total	2517.19	2989.73	5506.92

**Total Costs per Fiscal
Year**

Council	FY	
	FY15	FY16
DDPPC	1,288.54	1,335.85
EPPC	989.85	605.01
MPPC	600.30	596.70
SPPC	653.41	1,079.45
WPPC	1,331.96	1,525.20
	<u>4,864.06</u>	<u>5,142.21</u>

Grand Total FY15 and FY16	\$ 10,006.27
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7. Is the council subject to Sunshine law requirements (Section 8-44-101 et seq., *Tennessee Code Annotated*) for public notice of meetings, prompt and full recording of minutes, and public access to minutes? If so, what procedures does the council have for informing the public of its meetings and making its minutes available to the public?

The SPPC and its 4 sub-councils are all open to the public. Public Notices are posted to the DIDD website 30 days in advance of the meetings. A full recording

of meeting minutes is also published to the website within 30 days of each meeting at <http://tn.gov/didd/section/planning-policy-councils>.

8. How does the council ensure that it is operating in an impartial manner and that there is no conflict of interest?

The department is to always conduct itself in the capacity of support of, rather than authority over the SPPC and its 4 sub-councils. Council meetings are scheduled at public locations, such as libraries and police stations, so as not to give the impression of preference to any entity represented on the council(s).

9. What reports does the council prepare on its operations, activities, and accomplishments, and who receives those reports?

An annual report is prepared by the SPPC with recommendations to the department on the service systems, including programs, services, supports, and facilities of the department. Subject matter experts of the department respond to each of these recommendations as part of the report, which is officially presented to the governor, as well as the general assembly. The report is also published on the DIDD website at <http://tn.gov/didd/section/planning-policy-councils>.

10. Has the council promulgated rules and regulations? If so, please cite the reference.

No rules or regulations have been promulgated by the SPPC to date.

11. What have been the primary activities of the council during fiscal years 2015 and 2016? Specifically, what has the council accomplished during that time to carry out each of the duties assigned to the council at Section 33-5-602, *Tennessee Code Annotated*?

As an advisory body, the activities of the Statewide Planning and Policy Council during fiscal years 2015 and 2016 have been in the form of recommendations representative of all five DIDD planning and policy councils, which are reflected in the Statewide Planning and Policy Council Annual Report to the Governor, June 15, 2016. This report captures legacy recommendations from 2014 (fiscal year 2015), as well as recommendations for 2015 (fiscal year 2016). For each recommendation, there is a response from the Department. This report is available at <http://tn.gov/didd/section/planning-policy-councils>.

12. Has the council developed and implemented quantitative performance measures for ensuring it is meeting its goals? What performance indicators or goals does management

use to measure the effectiveness and efficiency of the council? How well has the council performed based on those performance measures?

The SPPC has not yet developed and implemented quantitative performance measures for ensuring that it is meeting its goals. The effectiveness and efficiency of the SPPC and the four sub-councils is measured by the Department by the comprehensiveness and practicality of the recommendations that are submitted in the annual report. The recommendations submitted in the annual report reflect invaluable feedback from people served, family members, service providers, and community stakeholders that address the key areas of concern captured in TCA 33-5—602(b) that inform the Department on a level that cannot otherwise be obtained and which is critical to the Department's ability to carry out its mission to become the nation's most person-centered and cost effective state support system for people with intellectual and developmental disabilities. The responses from the Department to those recommendations, in turn, lets people served, family members, service providers, and community stakeholders know that the Department hears, listens to, and is responding to their concerns.

13. Describe any items related to the council that require legislative attention and your proposed legislative changes.

Currently and in the past two (2) years there have been no items related to the Council that have required legislative attention. The Council works with the Department of Intellectual and Developmental Disabilities to roll up recommendations and information to assist the Department in understanding what issues the greater community and citizens are facing along with recommendations to solve the issues.

14. Should the council be continued? To what extent and in what ways would the absence of the council endanger the public health, safety or welfare?

Yes the Statewide Planning and Policy Council should be continued. The SPPC represents all three (3) grand regions in the State of Tennessee and the communities of people with developmental disabilities across the State. This population is often overlooked and hidden from public awareness. Without an SPPC the issues and problems faced by this community might go unheard which means the needs of Tennessee's most vulnerable population would go unheard and unmet thus endangering the health, safety and welfare of both children and adults.

If the council does receive federal assistance, please answer questions 15 through 22. If the council does not receive federal assistance, proceed directly to question 21.

15. Does your council prepare a Title VI plan? If yes, please provide a copy of the most recent plan.

N/A

16. Does your council have a Title VI coordinator? If yes, please provide the Title VI coordinator's name and phone number and a brief description of his/her duties. If not, provide the name and phone number of the person responsible for dealing with Title VI issues.

N/A

17. To which state or federal agency (if any) does your council report concerning Title VI? Please describe the information your council submits to the state or federal government and/or provide a copy of the most recent report submitted.

N/A

18. Describe your council's actions to ensure that council staff and clients/program participants understand the requirements of Title VI.

N/A

19. Describe your council's actions to ensure it is meeting Title VI requirements. Specifically, describe any council monitoring or tracking activities related to Title VI, and how frequently these activities occur.

N/A

20. Please describe the council's procedures for handling Title VI complaints. Has your council received any Title VI-related complaints during the past two years? If yes, please describe each complaint, how each complaint was investigated, and how each complaint was resolved (or, if not yet resolved, the complaint's current status).

N/A

21. Please provide a breakdown of current council staff by title, ethnicity, and gender.

Member	Title	Ethnicity	Gender
Phil Garner	Chair (appointed by Governor)	Caucasian	Male
Becky Massey	Senator (appointed by Speaker)	Caucasian	Female
Bryan Terry	Representative (appointed by Speaker)	Caucasian	Male

Jennifer Enderson	At-Large Representative (appointed by Governor)	Caucasian	Female
Laura Brown	Elderly Representative (appointed by Commissioner)	Caucasian	Female
Cathy Kavara	Family Member (appointed by Commissioner)	Caucasian	Female
Cecilia Melo-Romie	Other Affected by Intellectual and Developmental Disabilities Issues (appointed by Commissioner)	Hispanic	Female
Arie Nettles	Children Representative (appointed by Commissioner)	African American	Female
Melissa Richards	Intellectual and Developmental Disabilities Service Provider (appointed by Commissioner)	Caucasian	Female
Connie Richardson	Family Member (appointed by Commissioner)	Caucasian	Female
Robert Vaughn	Service Recipient (appointed by Commissioner)	African American	Male

22. Please list all council contracts, detailing each contractor, the services provided, the amount of the contract, and the ethnicity of the contractor/business owner.

The Council has no contracts, nor does it provide services as an entity other than support to Citizens in Tennessee with Intellectual and Developmental Disabilities.