



STATE OF TENNESSEE  
Department of Intellectual and Developmental Disabilities

UBS Tower, 8<sup>th</sup> Floor  
315 Deaderick Street  
NASHVILLE, TN 37243

December 19, 2018

Crystal Hicks  
715 Emory Valley Road  
Oak Ridge, TN 37830

[crystal.hicks@evcmail.org](mailto:crystal.hicks@evcmail.org)

Dear Ms. Hicks:

It is a pleasure to appoint you to serve as a member of the Developmental Disabilities Planning and Policy Council (DDPPC) for the Department of Intellectual and Developmental Disabilities (DIDD). The term of your appointment is for three years, ending January 22, 2022.

The duties of this Council are detailed in Tennessee Code Annotated 33-2-202 and include advising the Statewide Planning and Policy Council (SPPC) on prevention, early intervention, treatment, habilitation services and supports, providing information and advice to DIDD regarding policy, budget requests, and development of services and supports.

DIDD welcomes the Developmental Disabilities Planning and Policy Council's ideas, research, and recommendations as they help DIDD and the State improve the quality of life for Tennesseans with developmental and intellectual disabilities.

The next meeting of the DDPPC will be held on January 22, 2019, from 10:00 a.m. – 2:00 p.m. CT. Solita Morris, Policy Coordinator, will be in touch with the exact location and other details in the near future. Solita can be reached at 615-253-6097 or via email, [Solita.morris@tn.gov](mailto:Solita.morris@tn.gov), for any questions you may have in the meantime.

On behalf of the Department and myself, thank you for your willingness to serve.

Sincerely,

A handwritten signature in black ink that reads "Debra K. Payne".

Debra K. Payne  
Commissioner

DP:sm