

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
September 10, 2020

Members Present

Roxanne Bowen	Bill Brittain
Haily Burghart	Lauren Carroll
Mike Collins	Beth Connatser
Wayne Helton	DeAnna McClendon
Linda Roberts	Rene Tabor
Shannon Wheeler	Janice Wilder
Mike Byrd	Marty Temple

Members Not Present

Terry Acuff	Linda Branam
Bettye Carver	April Devotie
Nancy Farris	Barbara Mason
Lori Millsaps	Ann Montgomery
Rita Musick	Conlie Rasnake
Roger Thomas	Scott Tipton
Charlotte Tweed	

Douglas-Cherokee Economic Authority, Inc. held the meeting via Zoom web conference. Each member was mailed the agenda and reports prior to the meeting.

Rene Tabor, Board Chair, called the meeting to order. Ms. Tabor asked Kay Hale to lead the meeting. Sarah Childress conducted roll call and a quorum was confirmed.

Ms. Hale asked for approval of the minutes from the 7/9/2020 meeting. Roxanne Bowen made the motion for approval and Mike Collins seconded the motion. The motion carried.

Ms. Hale introduced new members, DeAnna McClendon, Lauren Carroll, and Haily Burghart.

David Sigler, Fiscal Officer, presented the Financial Reports. The reports included both the FY20 year-end reports and reports for FY21. Ms. Hale asked for approval of the Financial Reports. Mike Collins made the motion for approval and Wayne Helton seconded the motion. The motion carried.

Ms. Hale presented the agency business which included the THDA Internal Audit Report, EEOC Complaint, CSBG Organizational Standards desk review, and the Senior Nutrition Program Field Review letter. More information was given regarding the accommodations made the employee who has filed the EEOC complaint. Ms. Hale provided further explanation of the claim. No further questions were asked. Ms. Hale

asked for approval of the Agency Business. Mr. Collins made the motion for approval and Bill Brittain seconded the motion. The motion carried.

Ms. Hale presented the Funding Applications and Program Updates report. The report attached with the agenda shows the current funding of the Agency. The Agency chose not to continue the RSVP program after June 30, 2020. The program has transitioned into the Community Connect Program. The Community Connect program will provide many of the same benefits of the RSVP program, however volunteers are not required to be 55 years old or older.

The committees did not meet individually due to meeting via Zoom.

For the Governance Committee, the following items were reviewed:

- Program Reports
- Board Evaluation
- Approval of Policy/Advisory Councils
- Approval of FY21 Community Action Plan

Ms. Hale asked for approval of the Policy/Advisory Councils. Roxanne Bowen made the motion for approval and Wayne Helton seconded the motion. The motion carried.

Ms. Hale asked for approval of the FY21 Community Action Plan. DeAnna McClendon made the motion for approval and Shannon Wheeler seconded the motion. The motion carried.

Mr. Amos, Head Start Director, presented the Head Start Committee Report. His report included:

- Program Information Report
- School Readiness Plan & Goals
- Program Service Changes
- Self-Assessment, Written Plans & Performance Standards
- Corrective Action Plan Waiver
- Laura Cress Angel Tree Fund
- Non-Federal Share Waiver

Mr. Amos requested approval to apply for the Non-Federal Share Waiver.

Janice Wilder made the motion for approval to apply for the Non-Federal Share Waiver and Linda Roberts seconded the motion. The motion carried.

Ms. Hale presented the Executive Director's report.

- DCEA continues to provide employment for all staff what were working prior to the closings caused by the Covid-19 pandemic.
- All employees have transitioned back to office work in most programs. Client services continue by appointment only as this allows for control of the number of people in the offices.
- The roof and gutter renovations are now complete. All windows have been caulked and the painting of the main level and lobbies are complete.

- The Agency has received sizeable increases from several of our funding sources related to the pandemic. SNP received money to provide extra meals and to partner with small businesses to provide extra meals. LIHEAP has received extra funds. Head Start has also received extra funds. Ms. Hale asked for input to where the agency can use funds within the counties that are targeted for food.
- Ms. Hale asked that members please refer people to the Neighborhood Service Centers for needed services. The eligibility guidelines are from 186%-200% above the federal poverty guidelines. People who have not qualified to receive funds, may now be eligible.
- Several members are due to rotate off of the Board this year. Ms. Hale will contact the Nominating Committee with suggestions and to seek input.

Ms. Hale announced the employee award winners for 2020. The winners of Employee of the Year are:

Anna Mendoza, Affordable Housing Director
Rose Fields, Head Start Bus Driver
Teena Fernatt, LIHEAP Community Outreach Advocate
Renee Dorton, Early Head Start Area Coordinator
Joyce Hopson, CSBG NSC County Coordinator
Linda Pettiecord, Education Center Data Specialist

The winners of Rookie of the Year are:

Brittany Turner, Early Head Start Family Services Advocate
Carla Gibbs, Affordable Housing Apartment Management Specialist

Ms. Hale asked for a motion to adjourn the meeting. Wayne Helton made the motion for approval and Roxanne Bowen seconded the motion. The motion carried.

Roxanne Bowen, Secretary