

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
September 9, 2021

Members Present

Michael Collins	Conlie Rasnake
Wayne Helton	Marty Temple
Linda Roberts	Lauren Carroll
Rene Tabor	Nancy Farris
Rena Greer	Betty Carver
Veronica Galvan	

Members Not Present

Terry Acuff	Ann Montgomery
Bill Brittain	Haily Burghart
Mike Byrd	Jim Clawson
Beth Connatser	DeAnna McClendon
Reganne Lambert	Lori Millsaps
Scott Tipton	Roxanne Bowen
Shannon Wheeler	Janice Wilder

Douglas-Cherokee Economic Authority, Inc. held a Board of Directors meeting on September 9, 2021 at the Rose Center in Morristown.

Rene Tabor, Board Chair, called the meeting to order. Sarah Childress confirmed a quorum was present.

Ms. Tabor asked for approval of the minutes from the 7/8/2021 meeting. Mr. Collins made the motion for approval and Ms. Farris seconded the motion. The motion carried.

David Sigler presented the financial reports. Ms. Tabor asked for approval. Mr. Helton made the motion for approval and Mr. Collins seconded the motion. The motion carried.

Ms. Barnard reported on the agency business.

- Head Start will have Focus Area 1 Monitoring on 10/25/2021. This will be a desk review held virtually.
- The “Away at Ray’s” Cabin sold- \$469,000
- The RAI Partnership is ending 9/30/2021.

Ms. Barnard continued to program updates and monitoring.

- Currently the agency has \$29 million in revenues.
- Both the Educational Opportunity Center and Talent Search have been re-funded on a 5 year grant cycle.

- State of TN Appropriations- letter in packet explaining how the agency has used the annual funding of \$25,050.
- The Head Start 1303 grant was submitted: awaiting award status.
- SRAE- agency was notified on 8/27/21 of potentially being selected with a decreased budget. Amended budget has been submitted and we are awaiting final decision.

The Executive Committee discussed/reviewed

- Applying for funding for Full-Service Community Schools, which if received, will be in Cocke County.
- Community Action Plan Acceptance Letter
- Changing the agency bank account signor from Kay Hale to Megan Barnard

The committee made a motion for approval to apply for Full-Service Community Schools and changing the bank account signor to Megan Barnard. Ms. Tabor asked for a second. Mr. Helton seconded the motion. The motion carried.

For the Finance and Audit Committee, the following items were reviewed:

- Discussed the financial reports.
- Discussed the four vehicle purchases from the approved Head Start grant.
 - 3 Honda Civics \$24,300 each
 - 1 Maintenance van \$48,341

The Finance and Audit Committee did not have any items that required action.

For the Governance Committee, the following items were reviewed:

- Program Reports
- 2021-2024 Strategic Plan
- Head Start Policy Council Members

The committee made the motion for approval of the 2021-2024 Strategic Plan and the Head Start Policy Council Members. Mr. Collins seconded the motion. The motion carried.

Ms. Emily Kelley, Head Start Human Resources Manager, presented the Head Start Committee Report. Her report included the following action items:

- Annual Report to the Public
- Policy Council Members and PC representation on the DCEA Board
- Policy Council Bylaws (no changes, needs annual approval)
- Admin. 1.16 Physical Exams and TB Screening Policy Revision
- Child Care Aide job description revision
- Submittal of Angel Tree Grant Application

There was a brief discussion regarding the Admin. 1.16 Physical Exams and TB Screening Policy Revision, Ms. Tabor asked for approval of the Head Start action items, including the suggested revision (When available, new staff must utilize existing health insurance

if pre-employment physicals are covered) of Admin. 1.16. Ms. Farris made the motion for approval and Mr. Rasnake seconded the motion. The motion carried.

The Personnel Committee reviewed:

- Retention Incentive Plan
- Proposed change to Employee Handbook 7.10 to include “Bonus, Incentive and Reward” language

The committee made the motion for approval and Ms. Roberts seconded the motion. The motion carried.

Ms. Megan Barnard presented the Executive Director’s report:

- Agency is still providing in-person services. Mask mandate began 8/3/2021 to protect staff and clients.
- COVID has made for a tough hiring/retaining climate. For the time of July 1- August 16, 32 positions were hired and 19 resigned. The Retention Policy is intended to help retain employees.
- Accounting department is closing out FY21.
- Director of Planning, Mary Jones, scored 100 on the Talent Search proposal and 99 on the EOC proposal. She is currently working on the Upward Bound proposal. A big thank you to Mary!
- The agency has received a sizable increase in funding.
 - LIHEAP funding will double beginning October 1st.
 - Head Start has received an additional \$1.5 million
 - LIHWAP- new program that will begin November first is funded for \$1.5 million
 - Federal Poverty Guidelines will remain at 200% through September 30th. Beginning October 1st, the level will decrease to 125%.
- Open Board Slots- the nominating committee will be contacted to help fill these positions.

The next meeting is being rescheduled due to the scheduled date being Veterans Day. The Board will be notified of the new date. The meeting was adjourned.



Roxanne Bowen, Secretary