

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
September 12, 2019

Members Present

Conlie Rasnake	Roger Thomas
Lori Millsaps	Terry Acuff
Michael Collins	Janice Wilder
Linda Branam	Bettye Carver
Shannon Wheeler	Ann Montgomery
Beth Connatser	Kris Human
Wayne Helton	Rita Musick
Linda Roberts	Scott Tipton
Nancy Farris	

Members Not Present

April Devotie	Bill Brittain
Buster Norton	Charlotte Tweed
Lane Wolfenbarger	Rene Tabor
Eddie Villa	Roxanne Bowen

Douglas-Cherokee Economic Authority held the Annual Board of Directors' meeting on September 12, 2019 at the central office in Morristown, TN. Mr. Collins led the Board in a moment of silence in memory of Mr. Roy Inman, a Board member who recently passed away.

Mr. Collins called the meeting to order and verified a quorum present. He asked for approval of the minutes from the July 11, 2019 meeting. Ms. Connatser made the motion for approval and Ms. Farris seconded the motion. The motion carried.

Ms. Hale presented the Financial Reports. Mr. Collins asked for approval of the financial report. Ms. Montgomery made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Hale reported on funding Agency Business:

- K-Chem update- sent another follow up email last week. Also included the supervisor on the email.
- Notice of Federal Interest- Rutledge HS Modular and Cocke County Land for HS location. Notices were included in the members' packets.
- 1303 Approved- received approval to spend the fund for Ray's Place adjoining land.
- CSBG Audit Response-cleared by State
- Housing Expenses- We have 2 major expenditures coming up through Housing. No Agency funds will be used.

- College Park- foundation shifting; one building will be a little less than \$25,000 and the second building is estimated at \$36,915. They will be using complex funds and reserve funds.
- Walnut Grove needs roofing. Total costs for six building and the office is \$50,910. Reserve funding will be used to do three buildings plus the office right now at a cost of \$27,495. The other buildings will be completed as funding allows.

Mr. Collins asked for approval of the Agency Business. Ms. Carver made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Hale reported on Funding Applications/Program Updates:

- CSBG Audit Letter- Audit completed 7/15/19 with no significant deficiencies.
- Special Projects Funding- The funding ends 9/30/19. These funds have been used to help in so many areas: catering containers for SNP, heaters for clients, staff position and support for the women in Jails to Jobs through Helen Ross McNabb in Hamblen County, support for telehealth care in Monroe County, transportation for clients, support for TN Reconnect, RSVP, SNP and some funds for monitoring.
- Talent Search- STEM funding was approved on 9/3/19 but still waiting on official notice.
- Afterschool Funding- The 21st Century grant that was submitted was approved for this coming year as well as all of the continuing grants. We had our funds cut in the new funding and could not continue to serve a couple of schools. However, it was approved by the State to include them in one of the existing grants. The only school not served this year that was served last year is Rutledge Middle. However, Rutledge Elementary has been included for this year.
- LIHEAP- submitted operational plan to the State.

Kate Luker, Senior Nutrition Director, and Shannon Collins, RSVP Program Director presented training regarding their programs.

The Finance/Audit Committee discussed/reviewed:

- Financial Reports
- Indirect Cost Rate Agreement*

Mr. Collins requested approval of the Finance/Audit Committee report. Ms. Roberts made the motion for approval and Mr. Helton seconded the motion. The motion carried.

The Governance Committee discussed/reviewed:

- Reviewed the program reports.
- Board Evaluation Form
- Organizational Standards Schedule
- All program policy/advisory council member's lists*
- The list of members of the Board for Rental Management Owner Corporations*

Mr. Collins requested approval of the Governance Committee report. Ms. Farris made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

The Head Start Committee discussed/reviewed:

- Director's report
- Rutledge Progress Report
- Program Governance, Program Information Report (PIR), and School Readiness Goals
- Approved using Duration Grant start-up funds to purchase Cross Creek*
- Approved Public Entity Partners Driver Safety Grant*
- Approved Head Start Annual Report to the Public*
- Approved Head Start 2019/2020 Policy Council members*
- Approved Video Camera Policy revision*
- Approved ending Maynardville bus route*

Mr. Collins requested approval of the Head Start Committee report. Mr. Rasnake made the motion for approval and Mr. Helton seconded the motion. The motion carried.

The Nominating committee reviewed the current Board Member list, made suggestions for new members and discussed possible replacement of members with poor attendance. No action was needed.

Ms. Hale gave the Executive Director's report.

- DCEA Directory- included in packet. The director lists which programs are in which counties.
- County Statistics- Report in packet regarding statistics for our 6 core counties for review.
- The Agency has completed a Facilities Safety Check on all locations and any offices where staff or children are located. We will ensure follow-up as needed.
- Head Start Expenditure- Update on expenditure that has already been approved by the Board in the grant application: The excavation bid for the Cocke County property was advertised and has been awarded. It includes 5 phases: excavation and ground prep for the modular, playground, parking lot, gravel base, block foundation, landscape tree holes, etc. It was the lowest bid at \$149,640.
- Sevier County- King Library- Thanks for the donation of books to all the HS centers in Sevier County and thanks to Beth Connatser for her involvement and making it happen.
- The Annual Meeting will be held November 14, 2019.

The meeting was adjourned.

A handwritten signature in blue ink, appearing to read 'Roxanne Bowen', written over a horizontal line.

Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors