

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
November 10, 2022

Members Present

Michael Collins	Rene Tabor
Wayne Helton	LeAnne Strickland
Mike Byrd	Nancy Farris
Bettye Carver	Michelle Hite
Scott Tipton	Rob Mathis

Members Not Present

Terry Acuff	Clay Blazer
Bill Brittain	Lauren Carroll
Jim Clawson	Veronica Galvan
Rena Greer	Danielle Hoffeditz
Lori Millsaps	Conlie Rasnake
Linda Roberts	Sara Toner
Roxanne Bowen	Shannon Wheeler
David Woody	

Employees Present

Amanda White	David Sigler
Sarah Childress	Kelly Reed
Kim Paxton	Megan Barnard
Curt Amos	

Guests Present

Janice Collins

Douglas-Cherokee Economic Authority, Inc. held a regular Board of Directors meeting on November 10, 2022, at Douglas-Cherokee.

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 9/8/2022 meeting. Mr. Collins made the motion for approval. Mr. Helton seconded the motion. The motion carried.

David Sigler presented the financial reports. The board received the financial reports prior to the meeting. Ms. Tabor asked for approval of the financial report. Mr. Tipton made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Barnard reported on the agency business.

- CSBG Monitoring- One finding regarding HIPAA training sign-in sheets

- CACFP Monitoring & Corrective Action Plan- There were six findings, but no funding had to be returned.
- HS Licensing Issue Reported- Self-report incident filed. A child was left on the playground after an emergency involving another child occurred. There will be no civil penalty. OHS determined it a personnel problem because a policy for this type of incident exists but was not followed.
- Annual Audit- The audit is underway. Trio and LIHEAP files are being reviewed.
- Accounting Office Remodel- Leon Williams Construction awarded the project. The project will begin 12/5/22.

The Governance Committee reviewed and recommended approval of:

- Program Reports
- SRAE Advisory Council
- 21st/LEAPS Steering Committees
- Rental Management Owner Corporations

Ms. Tabor asked for the approval of the advisory councils and owner corporations. Ms. Farris made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

The Governance Committee also recommended approval of the January board meeting date. The meeting will be held 1/12/23. Ms. Tabor asked for approval of this recommendation. Mr. Tipton made the motion for approval and Mr. Helton seconded the motion. The motion carried.

The Personnel Committee reviewed:

- Open Enrollment for employees- 0-20% increase depending on the plan employee chooses. The Agency has increase its contribution to \$300 per employee/year.

The committee did not have any items needing approval.

The Head Start Committee reviewed and recommended approval of:

- Director's Report

The committee did not have any items needing approval.

The Nominating Committee reviewed and recommended approval of:

- Proposed Board Roster
- Board Officers- Rene Tabor, Chair
Michael Collins, Vice Chair
Roxanne Bowen, Secretary

Ms. Tabor asked for approval of the Nominating Committee's recommendations. Ms. Strickland made the motion for approval and Mr. Helton seconded the motion. The motion carried.

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

- There will not be a HS Focus Area 2 Review this year.
- Outgoing Board Members- Linda Roberts & Conlie Rasnake

Ms. Tabor adjourned the meeting.

Roxanne Bowen, Secretary