

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
January 9, 2020

Members Present

Charlotte Tweed	Conlie Rasnake
Rita Musick	April Devotie
Lori Millsaps	Beth Connatser
Roxanne Bowen	Bill Brittain
Janice Wilder	Linda Branam
Terry Acuff	Linda Roberts
Rene Tabor	Wayne Helton
Barbara Mason	Mike Byrd
Scott Tipton	

Members Not Present

Ann Montgomery	Bettye Carver
Kris Human	Michael Collins
Roger Thomas	Shannon Wheeler

Douglas-Cherokee Economic Authority held a Board of Directors' meeting on January 9, 2020 at the main office, located at 534 E. 1st North St., Morristown.

Ms. Tabor called the meeting to order and verified a quorum present. She asked for approval of the minutes from the November 14, 2019 meeting. Ms. Bowen made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

Mr. Sigler presented the Financial Reports. Ms. Tabor asked for approval of the financial report. Ms. Mason made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Hale reported on funding Agency Business:

- Head Start received approval for the 1303 submitted to purchase the Cross Creek center in Union County. Closing was held on 1/6/2020. They will be doing some updates to the building in the coming months and this will be completed with funds already received and approved for the renovation.
- THRC Complaint- This complaint is from someone who is not a resident of Auburn Hills. She has moved in as a caretaker and according to HUD, does not get the same privileges as a resident. We have retained a lawyer through Public Entity Partners. A response was sent to THRC on 12/27/19.
- The final number for the foundation work at College Park is \$47,250 for the three buildings. This will be paid out of reserve funds.
- Winfield Apartments in Scott County is a problem complex that is located in a very rural area away from any type of resources or services. We have had one or two rented apartments out of 9 in the last few years. Two apartments are rent ready and a major outreach was done push to try to get tenants. In January 2019,

THDA did an inspection. The Agency never received the results. The Agency received a letter from THDA on 11/1/2019 dated 10/28/19 stating that Winfield was in a state of non-compliance because the Agency did not respond to the previous monitoring results letter in March- which we did not receive. On 11/26/19, we submitted a corrective action plan, as requested. However, no response to the corrective action plan or that we never received the first notice of the results of the site visit. The agency has spoken with an attorney. The attorney is looking at some of the documentation.

- Legal & Fiduciary Responsibilities- A handout was given to members outlining the legal and fiduciary responsibilities of the Board of Directors.

The items discussed in Agency Business did not require action.

Ms. Tabor asked all DCEA staff to leave the room and introduced Mr. Curtis Morrison with Rodefer, Moss. Mr. Morrison presented the FY19 audit report. DCEA staff were invited back to meeting.

Ms. Hale reported on Funding Applications/Program Updates:

- LIHEAP funding will remain at the higher amount-like last year and it is expected that we will get additional funds later in the year.
- Agency Programs- updated list included in members' packets
- Current Programs/Contracts and Proposed:
 - SRAE grant in Monroe County
 - Submitted requests for Special Projects funds:
 - Brown Bag food program in 6 schools
 - Elderly contact and transportation
 - Weekend meals for 28 SNP clients as determined by need
 - Necessities closet for hygiene products
 - Cold Weather closet for Head Start children and siblings
 - Savings incentive program for participants in the Partners for Success program
 - HVAC repair for LIHEAP clients

The Executive Committee discussed/reviewed:

- The Board application and committee interest forms were reviewed.
- The Authorization to Sign Documents was reviewed and no updates/changes were suggested.
- A By-laws review was suggested by the committee- as required every 5 years. *

The Executive Committee made the motion for approval and Ms. Musick seconded the motion. The motion carried.

The Finance Committee discussed/reviewed:

- The Code of Conduct and Disclosure forms were reviewed- as related to the Board and councils.

- The need for 3 copiers was discussed. The total cost would be \$37,000. Committee suggested the Agency look into purchasing copier from State of Tennessee bid. The current bid will be approved contingent on the State Bid not being comparable.
- The FY19 audit report was reviewed.

Ms. Tabor asked for approval of the Finance Committee report. Mr. Helton made the motion for approval and Ms. Millsaps seconded the motion. The motion carried.

The Governance Committee discussed/reviewed:

- Reviewed the Board meeting schedule and the training schedule.*
- Program Reports were reviewed.
- NPI report was discussed & reviewed.*
- Reviewed the Strategic Plan updates.

The Governance Committee made a motion for approval of the committee report and Ms. Bowen seconded the motion. The motion carried.

The Head Start Committee discussed/reviewed:

- Director's report
- Updates
 - Newport
 - Cross Creek
 - Ray's Place
 - Angel Tree Grant
- Eligibility Training- hand out was given to members.
- Performance Standards
- Grant Preparation- will submit at the end of March
- Discussed and approved Positive Behavior Support Advocate job description.*

The Head Start Committee made the motion for approval of the committee report. Mr. Helton seconded the motion. The motion carried.

The Nominating Committee discussed/reviewed:

- Members willing to serve another term were reviewed*
 - Linda Roberts, Scott Tipton, Bettye Carver, and Conlie Rasnake
- New members were discussed*
 - Mike Byrd, Marty Temple
- Two vacant slots remaining were discussed
 - Hamblen and Monroe have open slots
 - Need for attorney on the Board was discussed

The Nominating Committee made the motion for approval of the committee report. Mr. Rasnake seconded the motion. The motion carried.

The Personnel Committee discussed/reviewed:

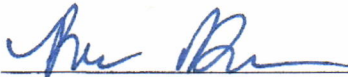
- The Code of Conduct and Disclosure forms as related to employees was discussed/reviewed.*

The Personnel Committee made the motion for approval of the committee report. Mr. Tipton seconded the motion. The motion carried.

Ms. Hale gave the Executive Director's report.

- Annual Meeting Suggestions- For the past two years' the attendance has been poor due to several reasons. Introduced the possibility of moving the Annual Meeting to September and having the meeting during the day.
- Mission Statement- Review and make sure the statement is still relevant, if not make suggestions to Kay.
- Programs and Services- Are the Agency's programs still relevant? Are there other programs the Agency needs to consider?
- The next meeting is March 12, 2020.

The meeting was adjourned.



Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors