

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
May 13, 2021

Members Present In-Person

Wayne Helton	Michael Collins
Linda Roberts	Rene Tabor
Jim Clawson	Lauren Carroll
Roxanne Bowen	

Members Present Virtually

Lori Millsaps	Mike Byrd
Janice Wilder	Rena Greer
Marty Temple	

Members Not Present

Terry Acuff	Ann Montgomery
Bettye Carver	Bill Brittain
Haily Burghart	Beth Connatser
DeAnna McClendon	Reganne Lambert
Nancy Farris	DeAnna McClendon
Conlie Rasnake	Scott Tipton
Shannon Wheeler	Faye Fish

Douglas-Cherokee Economic Authority, Inc. held the meeting both in person and virtually. Each member was mailed the agenda and reports prior to the meeting.

Rene Tabor, Board Chair, called the meeting to order. Sarah Childress confirmed a quorum was present. Ms. Tabor explained the importance of have a quorum at the July meeting. The Governor's Executive Order, which has allowed the Agency to host virtual meeting throughout the pandemic, expires the end of May. The Agency's bylaws do not allow for virtual and in-person meetings and the CSBG guidance states that a quorum must be present in person to conduct business.

Ms. Tabor asked for approval of the minutes from the 3/11/2021 meeting. Mr. Collins made the motion for approval and Mr. Helton seconded the motion. The motion carried.

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

Ms. Hale did not have any agency business to report. She proceeded with the funding applications and program updates. The agency has not heard from the Talent Search or EOC grant applications submitted in February, which is normal.

Ms. Hale continued to program updates and monitoring. She reported on the LIHEAP and CSBG Organization Standards review letters. There were no findings in either review. The Afterschool program sites had virtual monitoring. There were no issues.

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

- Revised Agency Total Budget & Revised Agency Operating Budget.
- Expenditures requiring approval-
 - ceiling tiles for main office building excluding Head Start offices;
 - training and materials for Conscious Discipline;
 - facelifts for 3 HS modular;
 - food purchase for summer food for HS children;
 - overhang at EHS; and
 - removal and installation of shade structures
- Indirect Cost Agreement- 11.6%
- TCRS Cost of Living Study- TCRS didn't charge for the study. It would cost the agency over \$4 million to participate in the Cost of Living for retirees.

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

For the Governance Committee, the following items were reviewed:

- Program Reports
- Client Satisfaction Survey Results
- Community Action Plan Update
 - Jails to Job- the agency provides one position to Helen Ross McNabb through CSBG.
 - Leadership Training- A few management staff are currently participating

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

- Enrollment Update- 84% enrolled
- Employee Dress Code- updated
- American Rescue Plan funds- increase days of service to 5 days per week
- Operational Funds Carryover- Due to extra funding received due to COVID funding, there will be operational funds leftover. There will be approximately \$300,000-500,000 funds to carryover.

Ms. Tabor asked for approval of the Head Start action items. Ms. Wilder made the motion for approval and Ms. Carroll seconded the motion. The motion carried.

The Personnel Committee reviewed:

- Cost of Living Adjustment- Amanda White asked for a 2% Cost of Living Adjustment for employees

Ms. Tabor asked for approval of the Cost of Living Adjustment. Ms. Bowen made the motion for approval and Mr. Clawson seconded the motion. The motion carried.

Ms. Hale presented the Affordable Housing Committee report:

- Possibility of selling some Volunteer Housing properties, including the cabin and two complexes. Selling the properties would help with operating expenses for Volunteer Housing. The Volunteer Housing Board of Directors approved looking into the possible sales and will discuss it at their June Board meeting.

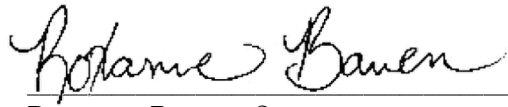
Ms. Hale presented the Executive Director's report:

- Agency received funds through CSBG to address community needs. Some of the projects completed with these funds are:
 - Cold weather clothes for 200-225 Head Start Children
 - LIHEAP fix-it- repairing heating and air units
 - Hygiene bags and Ensure were provided to Senior Nutrition and Community Connect adults
 - Food items for school food bags for Monroe Co. schools
 - Partners for a Healthy Baby online curriculum for the Pregnancy Crisis Center
 - Several cot mattresses and blankets for MATS
 - Childcare funds through WSCC for Pell Grant students
- Agency offices are open, but clients are being encouraged to complete online applications or schedule appointments.
- Funds to provide water assistance will be received soon and handled through the LIHEAP office. Clients will be able to complete one application and get energy assistance and/or water assistance. The agency will also be receiving extra funding for LIHEAP and an increased amount of regular yearly funding. The guidelines for assistance continue to be much higher than the federal poverty guidelines.
- Program updates;
 - SRAE- waiting on grant application to come out. Possibility this program may not be re-funded due to the questions that schools have to agree for the students to answer
 - Talent Search and EOC applications were submitted in February; optimistic that they will be re-funded.
 - HS grant cycle is finishing year 1 of a 5-year cycle.
 - Upward Bound grant due around November.
 - Afterschool programs do not have to write for any re-funding this year.
 - Community Connect is providing a growing number of transports for elderly, disabled and veterans.

Overall, the programs are doing well and several new grant possibilities are being looked at for the future. Ms. Hale asked for feedback from the Board on the needs in the communities.

Finally, the Board has confirmed the approval of Megan Barnard as DCEA's next Executive Director. Next, required documentation will be submitted to the Head Start Regional office for approval. Head Start Policy Council also approved.

The next meeting will be July 8, 2021. The meeting was adjourned.

A handwritten signature in cursive script that reads "Roxanne Bowen". The signature is written in black ink and is positioned above a horizontal line.

Roxanne Bowen, Secretary