

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
March 11, 2021

Members Present

Roxanne Bowen	Lauren Carroll
Beth Connatser	Rena Greer
Linda Roberts	Marty Temple
Shannon Wheeler	Rene Tabor
Janice Wilder	Michael Collins

Members Not Present

Terry Acuff	Haily Burghart
Bill Brittain	Mike Byrd
Bettye Carver	Jim Clawson
Nancy Farris	Wayne Helton
Reganne Lambert	DeAnna McClendon
Ann Montgomery	Lori Millsaps
Conlie Rasnake	Scott Tipton

Douglas-Cherokee Economic Authority, Inc. held the meeting via Zoom web conference. 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 turned the meeting over to Kay Hale.

Ms. Hale asked for approval of the minutes from the 1/14/2021 meeting. Mr. Collins made the motion for approval and Ms. Connatser seconded the motion. The motion carried.

Ms. Hale presented the agency business. Ms. Hale informed the Board of the EEOC claim which has been resolved. There was no guilt found and no settlement required. She also stated that the Housing Board of Directors voted to sell Gateway Village in Sevier County. Gateway Village was built in 1975 and nothing is owed on it. The Board also voted to sell the cabin located in Sevier County. Funds from the selling of these properties will be used to pay DCEA what is owed as well as be able to fund expenses for VHMC and 2 properties that are “draining” their cash on hand. This business is VHMC and VHDC, but affects DCEA as the management company.

David Sigler presented the Financial Reports. He stated the Agency is currently at \$13.6 Million in grant expenditures. He noted that the Agency is in good shape financially. Ms. Hale asked for approval of the Financial Reports. Ms. Bowen made the motion for approval and Ms. Wilder seconded the motion. The motion carried.

Ms. Hale presented the funding applications. The Current & Proposed Funding spreadsheet was included in the packet for the Board. Ms. Hale stated the EOC and Talent Search grants have been submitted as their project periods are ending this fall. Work has begun on the reapplication grants for the Hawkins/Grainger Upward Bound grant.

Ms. Hale presented the Program Updates and Monitoring Information. The TN Human Right Complaint which is a housing concern is resolved with no guilt of DCEA. The LIHEAP monitoring letter, which was included in the packet, states the issue has been resolved and no further response was needed.

The committees did not meet individually due to meeting via Zoom.

The Executive Committee reviewed the Board Committee Roles & Responsibilities. The 2021 Committee Assignments needed approval. Mr. Collins made the motion for approval and Ms. Connatser seconded the motion. The motion carried.

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

- IRS 990
- Whistleblower Policy
- New TCRS Rate- .85%
- TCRS Actuarial Study- DCEA wants to explore the possibility of COLA increases for retired employees. The actuarial study will tell how much it would cost the Agency to implement the COLA.

Ms. Hale asked for approval of the TCRS Actuarial Study. Ms. Connatser made the motion for approval and Mr. Collins seconded the motion. The motion carried. Ms. Hale asked for approval of the remaining items of the Finance Committee report. Ms. Bowen made the motion for approval and Ms. Roberts seconded the motion. The motion carried.

For the Governance Committee, the following items were reviewed:

- Program Reports
- Adoption of Board Manual
- Succession Plan- no changes and the plan has been followed since Kay's resignation.

Ms. Hale asked for approval of the Board Manual and the Succession Plan. Mr. Collins made the motion for approval and Ms. Carroll seconded the motion. The motion carried.

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

- Program Information
- Monroe County United Way Grant Approval*
- Internal Dispute Policy- no changes*
- Slot Allocations*
- Continuation Grant Application*
- Cost of Living Funds- 1.22% - 1.5%*
- CARES Supplemental Funds*

Ms. Hale asked for approval of the Head Start action items. Ms. Bowen made the motion for approval and Ms. Greer seconded the motion. The motion carried.

Ms. Hale presented the Nominating Committee report. Ms. Faye Fish has agreed to serve on the board in the Cocke County Representative of Low-Income slot if approved during the county election. She works for Modern Woodmen of America and has been involved in community programs/efforts for years. Ms. Hale asked the Board to approve Ms. Fish pending her approval through the local election. Ms. Bowen made the motion of approval and Ms. Wheeler seconded the motion. The motion carried.

The Personnel Committee reviewed the Whistleblower Policy and no changes were noted. Ms. Hale asked for approval the Executive Director's evaluation and wage. The Personnel Committee previously approved and completed the evaluation and COLA increase/wage, but did not get approval from the full Board. Ms. Hale asked for a second for this motion. Ms. Temple provided the second. The motion carried.

Ms. Hale presented the Executive Director's report.

- March for Meals is taking place this month. We have asked many folks in our communities to deliver meals, provide donations, etc. We have had several articles in local papers and a nice article in the Wink Magazine in Morristown. In partnership with East Tennessee Nissan in Morristown, our Meals on Wheels program is starting an Animeals program. Staff noticed that many of our seniors share their meals with their pets because they do not have pet food. So, we will be providing pet food for those seniors that are in need. Donations of dry cat or dog food are being accepted.
- There was a fire in January at our Dogwood 3 housing complex in Lenoir City. It is believed to have been started from a cigarette in a trash can that was not put out. One apartment was damaged with the fire and smoke/water damage in the apartments on each side of the one where the fire started. Insurance will cover the repairs and all 3 tenants were able to secure housing.
- Thank you to all of you who completed the online board orientation information. It was a different way to do it, but it seems to have gone well and folks could do it when they had time.
- We are continuing to provide services to those in need. Our offices are open, but most still require an appointment.
- THDA has opened their phone line for rental assistance. Our NSC will only provide rental assistance if folks do not qualify for the assistance through the hotline.
- We hope to get some of the funds that have been earmarked for water assistance. We are waiting to hear from those funds.
- The agency is doing well both financially and operationally. Most programs are at 65-80% of their required numbers to serve. Which is a little over what we are hearing from programs nationwide.

The meeting was adjourned.

A handwritten signature in cursive script that reads "Roxanne Bowen". The signature is fluid and elegant, with the first letters of each name being capitalized and prominent.

Roxanne Bowen, Secretary