

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
November 14, 2019

Members Present

Barbara Mason	Charlotte Tweed
Nancy Farris	Conlie Rasnake
Roxanne Bowen	Ann Montgomery
Janice Wilder	Rene Tabor
Michael Collins	Kris Human

Members Not Present

Terry Acuff	April Devotie
Bettye Carver	Bill Brittain
Buster Norton	Beth Connatser
Wayne Helton	Lane Wolfenbarger
Lori Millsaps	Rita Musick
Linda Roberts	Scott Tipton
Roger Thomas	Eddie Villa
Shannon Wheeler	

Douglas-Cherokee Economic Authority held the Annual Board of Directors' meeting on November 14, 2019 at First Presbyterian Church in Morristown, TN.

Ms. Tabor called the meeting to order and verified a quorum present. She asked for approval of the minutes from the September 12, 2019 meeting. Ms. Mason made the motion for approval and Mr. Collins seconded the motion. The motion carried.

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

Ms. Hale reported on funding Agency Business:

- Riverpark II Apartments- There was a fire on 9/13/19. No one was hurt in the fire, but all 23 tenants who occupied the units in the affected building were displaced. Nine of the families had to stay in hotels. Affordable Housing covered their stay for the weekend and then the Neighborhood Service Center picked up an additional seven days for the ones who still didn't have a place to stay. Red Cross also supported the tenants with gift cards. The cause of the fire is still unknown. The Agency has met with the insurance company representative and with Mr. Quilliams from Citizens National Bank about going forward with the reconstruction of the units. The bank has suggested Citadel Construction; a local company the bank is familiar with. The Housing Director and Assistant Director met with Citadel to discuss the next steps. The building will have to be brought up to code, which includes replacing windows, redoing the insulation, and

installing a sprinkler system. The insurance policy will cover the upgrades and repairs.

- College Park Apartments- There was a fire on 10/11/19. Unfortunately, one tenant passed away. Since there was a death, the State came in to do an investigation, as well as the City of Morristown. There are four units in the building affected, so the other 3 tenants had to leave their apartments. Until the investigation was completed and the units cleaned, those tenants were displaced. Red Cross helped those tenants and provided preloaded gift cards. The Agency did receive a letter from an attorney asking us not to start clean up after local and state fire investigations until his client could have investigators come in. However, the client did not follow through. We have a bid for repairs for \$55,279.41. This included three apartments and the common roof. This is from the same company that will be completing the work at Riverpark II.
- College Park Apartments-Foundation work. As discussed at a previous Board meeting, the foundations of three buildings need repaired. We now have a bid. The bid is for three buildings and is a total of \$47,500 (includes 30 helical piers) which will be paid out of the complex's Reserve for Replacement account. *
- Old Saybrook Apartments- There are water issues due to a tenant, who was under eviction notice, leaving the water running in his bath tub in an upper apartment. The insurance claim was submitted 11/4/2019. The claim will probably be around \$40,000.

Ms. Tabor asked for approval of the Agency Business, including the foundation repairs at College Park. Ms. Farris made the motion for approval and Mr. Collins seconded the motion. The motion carried.

Ms. Hale reported on Funding Applications/Program Updates:

- SRAE Union Co. Proposal was not funded.
- Exploring the possibility of writing a SRAE proposal for Monroe Co.
- Tapestry Grant- Agency will be the fiscal agent. This grant assists with a home for women in the Jail to Work program.
- LIHEAP Operation Plan was approved.
- Community Action Plan was approved.
- East TN Foundation has provided funding for the Angel Tree program for several of the Agency's Head Start programs.

The Executive Committee discussed/reviewed:

- SNP Kitchen- Strip of land next to the kitchen. Via phone calls to the Executive Committee at the end of October- all agreed to allowing the City of Morristown to abandon the land and DCEA sign ownership of the strip of land over to the Hamblen County School System to build a right-of-way to the practice field they will be building behind the Senior Center. When the City abandons the right-of-way, the Agency will own half the width of it (approx. 25' x 152' deep). The Agency has requested the School System pave a turn off from their paved entrance into our parking lot and also pave a strip into the lot to get past the current busted concrete. After the School System completes the paving, the

Agency would close the two existing entrances into the kitchen from the main road. The Agency also requested lifetime use of the road and use for any property owner we might sell to in the future. *

The Governance Committee discussed/reviewed:

- Annual Report was reviewed.
- Board Evaluations were reviewed and discussed.
- Program Reports were reviewed.
- January 2020 meeting date was discussed and set for January 9, 2020.

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
- Newport Duration Project update
- Angel Tree Grant update

The Head Start Committee made the motion for approval of the committee report. Ms. Bowen seconded the motion. The motion carried.

The Nominating Committee discussed/reviewed:

- Possible new board members list reviewed.

The Nominating Committee made the motion for approval of the committee report. Ms. Farris seconded the motion. The motion carried.

The Personnel Committee did not meet, but Amanda White, Human Resources Director, provided a benefits update for the entire Board.

Ms. Hale gave the Executive Director's report.

- The RSVP program will be featured on PBS for the Be More Award. The TV spots will run Nov. 15-Dec. 14.

The meeting was adjourned.



Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors