

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
July 14, 2022

Members Present

Michael Collins	Conlie Rasnake
Rene Tabor	Bettye Carver
Roxanne Bowen	Wayne Helton
Rena Greer	Michelle Hite
Scott Tipton	Jim Clawson
Clay Blazer	Lee Anne Strickland

Members Not Present

Terry Acuff	Bill Brittain
Mike Byrd	Lauren Carroll
Veronica Galvan	Danielle Hoffeditz
Lori Millsaps	Nancy Farris
Linda Roberts	Nancy Farris
Sara Toner	David Woody
Shannon Wheeler	

Employees Present

Megan Barnard	Sarah Childress
Haley Moore	Kelly Reed
Curt Amos	Emily Kelley
Kim Paxton	Tommi Lindsey
Shannon Vaughan	

Guests Present

Janice Collins

Douglas-Cherokee Economic Authority, Inc. held a regular Board of Directors meeting on July 14, 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 5/12/2022 meeting. Ms. Bowen made the motion for approval and Mr. Collins seconded the motion. The motion carried.

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

Ms. Barnard reported on the agency business.

- Gateway Village- final closing on the property is 8/12/22.
- Winfield Ridge- compliance period ends January 2023; complex will be given back to the City of Winfield at that time.
- Employee Fall Festival- In planning stages for all staff Fall Festival to be held on Sept. 16th at Cherokee Park here in Morristown.

Ms. Barnard reported on Funding Applications and Program Updates.

- ETHRA- awarded funding- 7/1/22-6/30/26
- ETHRA Program/Fiscal Review- No issues were noted.
- THDA Housing Assistance Rent Relief Program- \$232,000 to help clients navigate THDA Rent Relief Portal. Program Manager will be Gayle Walters.
- Upward Bound I & II- re-funded; grant cycle 9/2022-8/2027

The Finance and Audit Committee reviewed and recommended approval of:

- Reviewed Agency's 2023 Admin Operating Budget
- Reviewed Agency's FY 2023 Total Budget
- Use of Agency funds reviewed.
- Discussed Financial Reports.

Ms. Tabor asked for a motion to approve the FY23 Admin Operating Budget, the FY23 Total Operational Budget, and the approval of the Use of Agency Funds. Mr. Rasnake made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

The Governance Committee reviewed:

- Program Reports

Mr. Curt Amos, Head Start Program Director, presented the Head Start Committee Report. He provided updates on:

- Budget Revision
- Continuation NOA
- COLA & Quality Improvement
- Blount Facility Update
- Assistant Director- introduced Emily Kelley
- Full Enrollment Initiative
- CACFP Audit
- OHS-Competitive Bonus
- Carryover Request
- Curriculum Information

There were no items requiring action.

The Nominating Committee did not meet. Ms. Barnard informed the Board of the still vacant private sector position in Jefferson County.

The Personnel Committee reviewed and recommended approval of:

- Proposed changes to the DCEA Employee Handbook

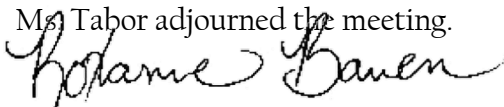
- Discussed the three TN Human Rights Commission complaints the Agency has received. Two have been conciliated and resolved. These were related to the Affordable Housing program. The Agency is working with the attorney on the response to the third complaint. The response is due back THRC on 7/19/22.

The committee recommended approval of the proposed changes to the Employee Handbook. Ms. Strickland seconded the approval. The motion carried.

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

- Full-Service Community Schools Grant application due Sept. 12, 2022. The proposal is for Northwest and Edgemont schools in Cocke Co.
- The Agency's UB proposals both scored 109 thanks to Mary Jones.
- New positions in Community Services program:
 - Resource Engagement Manager- Gayle Walters
 - CSBG Services Manager- Shannon Vaughan
 - LIHEAP/LIHWAP Manager- Tommi Lindsey
- New Assistant Head Start Director- Emily Kelley
- The Neighborhood Service Centers currently have a lot of funding available. Please spread the word to anyone who needs assistance.

Ms. Tabor adjourned the meeting.



Roxanne Bowen, Secretary