

**Minutes**  
**Douglas-Cherokee Economic Authority, Inc.**  
**Board of Directors**  
**January 13, 2022**

Members Present

|                |                    |
|----------------|--------------------|
| Clay Blazer    | Roxanne Bowen      |
| Bill Brittain  | Lauren Carroll     |
| Jim Clawson    | Michael Collins    |
| Nancy Farris   | Rena Greer         |
| Wayne Helton   | Danielle Hoffeditz |
| Conlie Rasnake | David Woody        |
| Rene Tabor     |                    |

Members Not Present

|                 |                 |
|-----------------|-----------------|
| Terry Acuff     | Mike Byrd       |
| Bettye Carver   | Veronica Galvan |
| Ann Montgomery  | Lori Millsaps   |
| Linda Roberts   | Scott Tipton    |
| Shannon Wheeler | Sarah Toner     |

Employees Present

|               |                 |
|---------------|-----------------|
| Megan Barnard | Sarah Childress |
| Curt Amos     | David Sigler    |
| Amanda White  |                 |

Guests Present

|                |          |
|----------------|----------|
| Janice Collins | Kay Hale |
|----------------|----------|

Douglas-Cherokee Economic Authority, Inc. held a regular Board of Directors meeting on January 13, 2022, in the conference room at the main office.

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 11/9/2021 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. Brittain seconded the motion. The motion carried.

Ms. Barnard reported on the agency business.

- Gateway Village property in Sevier County is under contract with a buyer.
- Received Head Start Notice of Award for Blount County project. The awarded amount is \$3.1 million.

- OHS Full Enrollment Initiative has been postponed due to the COVID pandemic.
- OHS Monitoring- no deficiencies were found.
- Notice of Federal Interest for Blount County property was included in the packet.
- The FY21 Audit will be presented to the Board at the March meeting.

Ms. Barnard continued to program updates and monitoring.

- LIHEAP funds transfer was approved by the Executive Committee; the additional funds received since transfer will be distributed to all 6 counties.
- Received funds through the TVA Community Care Fund Program
  - Newport Utilities- \$20,000
  - Appalachia Electric Cooperative- \$35,000 (\$25,000 for energy assistance and \$10,000 for emergency repairs)
- 21<sup>st</sup> Century grant application due in March.
- Agency currently has \$33 million in revenue with current programs.
- There has not been any new guidance on the LIHWAP program.

The Executive Committee reviewed:

- Conflict of Interest forms and other annual board forms
- Committee Interest forms

The committee did not require action.

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

- Discussed program reports.
- Reviewed large purchases/large purchase orders.
  - Winfield Ridge rehab- VHDC Board approved \$188,460.94 to Creative Restoration for the work. The rehab is being funded by the sale of the cabin that was owned by VHMC.
  - Purchase of Blount Co. Home Avenue property. The sale was closed on 12/29/21 for \$398,253.39.
  - Lamar Advertising- \$31,300 for billboard in Sevier, Monroe and Grainger counties advertising LIHEAP assistance.

The committee asked for approval of the large purchases/purchase orders. Mr. Helton made the motion for approval and Ms. Carroll seconded the motion. The motion carried.

The Governance Committee reviewed:

- Program Reports
- Board Orientation Manual
- Board Meeting Schedule and Calendar

The committee made the motion to approve the Board Meeting Schedule and Calendar. Ms. Tabor asked for a second of the approval. Ms. Bowen seconded the motion. The motion carried.

Ms. Carroll left the meeting at this time.

Mr. Curt Amos, Head Start Program Director, presented the Head Start Committee Report. He updated the board on Focus Area 1, Angel Tree Grant, Vaccine Mandate and the Blount County Facility. Additionally, he provided eligibility training for the members. The committee recommended approval of:

- In-kind waiver

Ms. Tabor asked for approval of the committee report and the in-kind waiver. Ms. Farris made the motion for approval and Mr. Helton seconded the motion. The motion carried.

The Nominating Committee did not meet. Ms. Barnard introduced the new members present; Clay Blazer and David Woody, representing Cocke Co. and Danielle Hoffeditz, representing Sevier Co. Ms. Barnard notified the Board on the remaining 3 board vacancies for Jefferson and Sevier Counties.

- Board Roster- proposed members
- Board Roster explanation
- New Board Members Bios
- Election of Officers- Rene Tabor- Chair, Michael Collins-Vice Chair, and Roxanne Bowen-Secretary

The Personnel Committee reviewed:

- Vaccine Mandate
- Handbook Revision- Inclement Weather
- Executive Director's 6-month evaluation

The committee requested approval of the Vaccine Mandate and the Employee Handbook revision. Mr. Brittain made the motion for approval and Mr. Helton seconded the motion. The motion carried.

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

- Welcomed the Board back to first meeting at DCEA office in a couple of years.
- Agency is monitoring COVID cases and vaccination mandates.
- Reminded the board to review our Mission Statement.

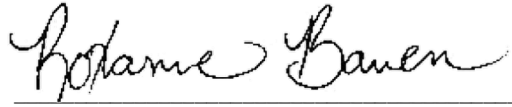
Mr. Helton discussed a family he is acquainted with who have COVID and has received request from the State for contact tracing. He also attended a FedEx event and learned that FedEx possibly has grants available for non-profits.

Ms. Kay Hale mentioned the possibility of grants from the Pilot Corporation.

Mr. Clawson asked if clients who are eligible can receive help with both natural gas and electricity. Ms. Barnard explained that the client can get help with one, but not both.

The next meeting will be March 10, 2022.

Ms. Tabor asked for a motion to adjourn the meeting. Ms. Bowen made the motion to adjourn, and Mr. Collins seconded the motion. 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.

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Roxanne Bowen, Secretary