

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
July 11, 2019

Members Present

Michael Collins	Conlie Rasnake
Bettye Carver	Charlotte Tweed
Rita Musick	Roxanne Bowen
Barbara Mason	Kris Human
Bill Brittain	Terry Acuff
Scott Tipton	Rene Tabor
Beth Connatser	Nancy Farris

Members Not Present

Ann Montgomery	April Devotie
Linda Branam	Buster Norton
Lane Wolfenbarger	Wayne Helton
Roy Inman	Lori Millsaps
Linda Roberts	Shannon Wheeler
Roger Thomas	Eddie Villa
Janice Wilder	

Douglas-Cherokee Economic Authority held the Annual Board of Directors' meeting on July 11, 2019 at the central office in Morristown, TN.

Ms. Tabor called the meeting to order and verified a quorum present. She asked for approval of the minutes from the May 9, 2019 meeting. Mr. Collins made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

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

Ms. Amie Whitworth, NSC Program Director, and Mr. Johnny Gallion, CSBG Lead Driver, presented the program training for the members.

Ms. Hale reported on funding applications:

- NSC/CSBG- With the change in the FY to Oct. 1 start, we received some extra funds for Special Projects. Via email, we were notified on 5/21/19 we are getting more extra funds, approximately \$282,100 that must be spent by 9/30/19. The Agency has developed a list of items the agency could use if the extra funds are received.
- CSBG- Monitoring review scheduled for July 15-19.
- SRAE/TOP- The proposal for Union County was submitted 7/1/19. This proposal targets middle school age students. \$325,000 was requested for each of the three year cycles.

- Special Projects- Monroe Co- using some funds to help support the mental health telecare program. This program is used in Monroe Co. schools to alleviate the time spent to travel between the schools. The program teaches the students about mental health and health choices including nutrition and substance abuse counseling.
- LIHEAP- The monitoring went well. Only three small concerns and no findings were found. Kay thanked the LIHEAP staff for a job well done.
- RSVP- The program is beginning its third year. The funding notice was in the packet picked up by the Board members. The program has added some new volunteer opportunities. Volunteer opportunities have been added for training on elder justice and to tutor HS children. There will also be an opportunity to deliver meals to seniors.

The Finance/Audit Committee discussed/reviewed:

- Discussed/reviewed the 2020 Agency Operating Budget and Total Budget.*
- Indirect Cost Agreement- not yet received
- Reviewed Major Transactions report for FY19 and vendors.*
- Discussed use of Agency Funds and allowing Executive Director the authority to expend up to \$15,000 of agency funds for items not covered by grant funds.*

The committee made the motion for approval. Ms. Bowen seconded the motion. The motion carried.

The Governance Committee discussed/reviewed:

- Reviewed the program reports.
- Strategic Plan updates were discussed.
- Discussed the increase in CSBG funds.
- Discussed the Community Action Plan and the due date of July 19, 2019.*

The Committee made the motion of approval and Ms. Mason seconded the motion. The motion carried.

The Head Start Committee discussed/reviewed:

- Director's report
- Rutledge Progress Report
- Duration Update/Progress Report
 - Newport- property closing is July 31, 2019, modular paperwork is being processed.
 - Sweetwater- Planning Commission did not approve zoning request for Broad/Morris. The regional office asked us to consider other options (possibly other counties).
- Carryover requests amounts for Duration and Health & Safety Grants- estimated amount is \$907,957.80 estimate. The final amount will be presented once the final SF-425 is completed*
- Curriculum & Assessment

- CACFP application*

The Head Start Committee made the motion for approval and Mr. Collins seconded the motion. The motion carried.

The Personnel Committee discussed/reviewed:

- Discussed changes in Employee Handbook regarding sick leave. The revised policy states employee cannot take sick leave during the last 10 working days of layoff or employment.*
- Discussed and completed the Executive Director's evaluation and salary.*

The Personnel Committee made the motion for approval and Ms. Mason seconded the motion. The motion carried.

Ms. Hale gave the Executive Director's report.

- TN Human Rights Commission- the previous complaint from housing that found DCEA had not discriminated is now closed because the time frame to file suit as expired.
- K-Chemicals- Jeff Kyle is still agreeable and awaiting word on the approval of the building transfer.
- The TN Association of Community Action has hired an advertising firm to help agencies with outreach, websites, etc. We have had blasts of Facebook advertising for LIHEAP and HS. In July, we will be having more blasts for RSVP and NSC. Also, LIHEAP has been doing some intensive advertising with extra funds received for outreach efforts this year. Billboards will be going up soon.
- We had an employee who just recently passed her exam to become a Certified Community Action Professional- Amie Whitworth.
- Linda Roberts, from Grainger County, has had some medical issues and we want to wish her a speedy recovery.
- Also, Mr. Roy Inman had a heart attack several weeks ago and we hope he has a speedy recovery as well.
- Ms. Hale updated the Board on the transportation program the Agency has started. Last July, the Board stated transportation as an area the Agency needed to focus more on. The very small transportation program utilizes the Agency's Honda CRV which was purchased last year. Our Lead Driver has been taking transportation requests since the first of May, 2019. To date, he has completed 18 trips and he already has 10 trips scheduled for July.
- Information was handed out on the Basic Facts about CSBG.

The meeting was adjourned.



Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors