

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

Members Present

Beth Connatser	Wayne Helton
Michael Collins	Lori Millsaps
Roger Thomas	Conlie Rasnake
Janice Wilder	Roy Inman
Nancy Farris	Bettye Carver
April Devotie	Barbara Mason
Rene Tabor	Roxanne Bowen
Linda Roberts	Scott Tipton

Members Not Present

Terry Acuff	Ann Montgomery
Linda Branam	Bill Brittain
Buster Norton	Charlotte Tweed
Kristen Human	Lane Wolfenbarger
Rita Musick	Eduardo Villa
Shannon Wheeler	

Douglas-Cherokee Economic Authority held the Annual Board of Directors' meeting on March 14, 2019 at the central office in Morristown, TN.

Prior to the meeting, Kay Hale held an orientation for new and/or current Board members.

Ms. Tabor called the meeting to order and verified a quorum present. She asked for approval of the minutes from the January 10, 2019 meeting. Mr. Collins made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Mr. Sigler presented the Financial Reports. He reported the Agency revenues and expenditures are on track with where they should be for this time of year. Ms. Tabor asked for approval of the financial report. Mr. Rasnake made the motion for approval and Ms. Mason seconded the motion. The motion carried.

Kim Paxton, LIHEAP Program Director, Teena Fernatt, LIHEAP Community Outreach Advocate and Karen Gaby, TOP Program Director briefly spoke with the Board concerning their programs for the training portion of the meeting.

Ms. Hale reported on funding applications:

- Several grant proposal due dates coming up:
  - 21<sup>st</sup> Century- due 3/19/19
  - SRAE- due 3/28/19
  - RSVP- due 4/1

- Head Start- due 3/31
- The Agency is currently in talks with Save the Children in Cocke County who has received a Rural Acceleration Grant for the Cradle to Career program. The Agency may be the fiscal agent for the program.

Ms. Tabor asked for approval of the funding applications update. Ms. Mason made the motion for approval and Mr. Collins seconded the motion. The motion carried.

Kim Paxton, LIHEAP Program Director, informed the Board of the unspent LIHEAP funds per County. She requested the funds be transferred to the Counties with the most need in order to serve all clients on the waiting lists. Ms. Tabor asked for approval of the LIHEAP funds transfer. Mr. Collins made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Hale reported on the program updates and monitoring information:

- LIHEAP's response to the September monitoring corrective actions is included in the packet.
- CACFP corrective action plan in response to a clerical letter is also in the packet.
- TN Human Rights complaint against Heritage Oaks- update from attorney is included in the packet.
- LIHEAP monitoring- upcoming 4/9/19 and 4/10/19

The Executive Committee discussed/reviewed:

- Discussed Board committee roles and responsibilities\*
- Reviewed roster of 2019 Board members\*

The committee made the motion for approval. Mr. Tipton seconded the motion. The motion carried.

The Finance/Audit Committee discussed/reviewed:

- Reviewed the financial reports\*
- Reviewed the IRS 990\*

Ms. Tabor asked for approval of the Finance/Audit Committee report. Ms. Bowen made the motion for approval and Ms. Roberts seconded the motion. The motion carried.

The Governance Committee discussed/reviewed:

- Reviewed the program reports
- Discussed the update to the strategic plan
- Reviewed the Board Manual.

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

The Head Start Committee discussed/reviewed:

- Director's report
- Admin. 1.30 Internal Dispute Resolution Policy
- 2019/2020 Slot Allocation
- Rutledge Progress Report
- Duration Grant update
- Budget revision to replace vehicle that was totaled in an accident\*
- United Way of Monroe County grant\*
- Continuation Grant includes a total 3.5% COLA and equipment\*

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

The Personnel Committee discussed/reviewed:

- Discussed the recent change in the Agency contribution rate to TCRS. With money being freed up from this, the Head Start program is requesting a 3.5% COLA. 1.77% was provided thru an increase in our federal funding amount. \*

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

Ms. Hale gave the Executive Director's report.

- Follow-up from last meeting's discussion about K-Chemicals in the Grainger County Industrial Park. The paperwork to transfer the building to K-Chem has been submitted online. The Agency is still waiting for a response.
- The Risk Management Plan was discussed at the January meeting. An area of high risk was safety. In response, the Emergency Action Plan is being completed. The plan will be shared with all programs and fully implemented. All Agency offices must submit an Emergency Evacuation Plan by mid-March and Emergency Action plans for all offices are to be submitted by mid-May. Brief safety trainings are also being provided at monthly staff meetings. An intercom system has been installed and is currently being tested.
- The Upward Bound program received extra STEM funds. A new printer has been purchased to be used in the classroom for 3D Print Laser Tech/CAD Design (Computer Aided Drafting).
- Senior Nutrition/Meals on Wheels is participating in the national campaign "March for Meals." Next week is "Community Champions Week." All Board members are invited to volunteer to deliver a few meals, visit a congregate and/or provide some extra food to our clients.
- Next meeting is May 9, 2019.

The meeting was adjourned.

  
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Roxanne Bowen, Secretary

\*Committees recommended approval to the full Board of Directors