

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
May 9, 2019

Members Present

Michael Collins	Roy Inman
Lori Millsaps	Conlie Rasnake
Charlotte Tweed	Kris Human
Shannon Wheeler	Janice Wilder
Wayne Helton	Terry Acuff
Roxanne Bowen	Bettye Carver
Rene Tabor	Barbara Mason
Linda Roberts	Scott Tipton
Nancy Farris	

Members Not Present

Ann Montgomery	April Devotie
Linda Branam	Bill Brittain
Buster Norton	Beth Connatser
Lane Wolfenbarger	Rita Musick
Roger Thomas	Eddie Villa

Douglas-Cherokee Economic Authority held the Annual Board of Directors' meeting on March 9, 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 March 14, 2019 meeting. Mr. Collins made the motion for approval and Mr. Helton seconded the motion. The motion carried.

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

Ms. Hale presented a Rookie of the Year award to Jecca Simerly with Senior Nutrition and an Employee of the Year award to Tommi Lindsey with LIHEAP.

Ms. Hale reported on Agency Business.

- The Tennessee Human Rights Commission complaint was resolved. No discrimination on DCEA's part.
- K-Chemical is still waiting on application from Washington.
- Film Tech land- original paperwork from property transfer has been found and has been registered.

Ms. Hale reported on funding applications:

- Head Start was approved for a non-competitive five-year grant award which would be with the application sent in March 2020.

- The Head Start Duration grant was approved. This included two pieces of land and two modular buildings for Cocke and Monroe Counties. These additions will serve 173 children, in 10 classrooms, 5 days a week for at least 6 hours per day. This grant also includes 5 cars.

Ms. Jenny Collins-King, Talent Search Program Director, Ms. Terri Hall, EOC Program Director, and Mr. David Alvis, Upward Bound Program Director presented the program training to the Board members.

The Executive Committee discussed/reviewed:

- Recommended approval to use \$40,000 of agency funds to purchase land in Sweetwater if the 1303 packet is not approved before 7/19/19.*
- Discussed the land to be purchased in Cocke County for a Head Start modular.
- Recommended for approval the bid from Joseph Construction Company, Inc. to repair the mudslide issue at Breckenridge. The bid is \$79,978.00.*

The committee made the motion for approval. Mr. Rasnake seconded the motion. The motion carried. Ms. Carver abstained from the vote.

The Finance/Audit Committee discussed/reviewed:

- Discussed/reviewed the revised agency total budget and the revised agency operating budget.*
- Discussed the purchase of land for the Head Start modulares that will be located in Cocke and Monroe counties.
- The 1303 facilities/land packet was approved for the Rutledge Head Start site.

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

The Governance Committee discussed/reviewed:

- Reviewed the program reports.
- Discussed/reviewed the Client Satisfaction Survey results.
- Recommended approval of the change in the records retention policy regarding the retention of 19 forms.

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

The Head Start Committee discussed/reviewed:

- Director's report
- Rutledge Progress Report
- Update on Budget Revision and approval to replace totaled vehicle
- Duration Update/Progress Report
 - Newport: purchase property- Lot 2B Epley Rd., Newport*
 - Sweetwater: purchase property- Lots on Broad and Morris Streets*

- Major expenditure: program-wide camera system*
- Carryover request for Duration and Health & Safety Grants*
- Policy Council Bylaws*

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

The Personnel Committee discussed/reviewed:

- Elected Committee Chairperson-Roxanne Bowen
- Recommended the approval of the addition of a paragraph to section 8.14 and 9.2 of the Employee Handbook which deals with staff who have access to personnel data.*
- Recommended the approval of a 2.5% COLA for the upcoming year.*
- Recommended the approval of the 2019-2020 DCEA Agency Hiring Scale.*
- Recommended approval of the proposed one-time hourly increases for years of service.*
- Recommended approval of hiring Amanda White as Director of Human Resources.*

Ms. Tabor asked for approval of the Personnel Committee report. Ms. Farris made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Hale gave the Executive Director's report.

- Data about the Agency's core counties were included in the members' packets. The areas of concerns for each county are highlighted.
- Monitoring reports
 - Senior Nutrition Fiscal monitoring- compliance
 - Afterschool 21st Century and LEAPS monitoring- exemplary practices and some improvement recommendations which will be worked on in the upcoming year.

The meeting was adjourned.



 Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors