

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
March 10, 2022

Members Present

Michael Collins	Wayne Helton
Shannon Wheeler	Terry Acuff
Conlie Rasnake	Rene Tabor
Bettye Carver	Jim Clawson
Linda Roberts	Roxanne Bowen
Mike Byrd	Clay Blazer
Rena Greer	

Members Not Present

Ann Montgomery	Bill Brittain
Lauren Carroll	Veronica Galvan
Danielle Hoffeditz	Lori Millsaps
Nancy Farris	Scott Tipton
Sara Toner	David Woody

Employees Present

Megan Barnard	Sarah Childress
Curt Amos	Haley Moore
Kelly Reed	

Guests Present

Janice Collins	Lee Anne Strickland
Curtis Gibson	Tonya Easley

Douglas-Cherokee Economic Authority, Inc. held a regular Board of Directors meeting on March 10, 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 1/13/2022 meeting. Mr. Collins made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Barnard reported on the agency business.

- Notified of CSBG monitoring visit which will cover time period of 10/1/20-9/30/21.
- The Covid Vaccine Mandate has been put on hold.
- Affordable Housing update: final sales contract signed for Gateway Village. VHDC was able to retain the reserves account. The VHDC Board voted to pay off

Winfield Ridge early at \$48,000. The complex will then revert to the City of Winfield.

Ms. Tabor requested DCEA employees leave the room in order for the FY21 Audit Report to be presented. Mr. Curtis Gibson, Rodefer Moss & Associates, present the financial statements to the Board. Ms. Tabor asked for approval of the FY21 Audit Report. Mr. Helton made the motion for approval and Mr. Collins seconded the motion. The motion carried.

The employees were invited back into the meeting.

Ms. Barnard presented the Financial Reports. The board received the financial reports prior to the meeting. Ms. Tabor asked for approval of the financial report. Ms. Bowen made the motion for approval and Ms. Carver seconded the motion. The motion carried.

Ms. Barnard presented the Funding Application Update

- Agency received \$3.2 million in LIHEAP funding
- Still waiting on LIHWAP contract. Projected start date is April 4, 2022.
- Upward Bound I and II grant applications were submitted on 1/31/22.
 - Did not submit grant for Upward Bound III at Morristown East High due to lack of need.
- Head Start/Early Head Start grant application is due 3/31/22.

The Executive Committee reviewed and requested approval of:

- Board Committees Roles & Responsibilities
- Board Committees.

Ms. Tabor asked for a second for the Executive committee recommended action. Mr. Clawson seconded the motion. The motion carried.

The Finance and Audit Committee reviewed and recommended approval of:

- FY21 Audit Report
- IRS 990
- The audit selection RFP
- Financial Policies and Procedures Update
 - Procurement Policy
- Large Purchases/Purchase Orders

The committee made a motion for approval of these items. Mr. Rasnake seconded the motion. The motion carried.

The Governance Committee reviewed:

- Program Reports
- Board Manual and modifications
- The Strategic Plan update was reviewed
- The Agency Mission Statement was reviewed
- The Trio Advisory Councils were reviewed

The committee made the motion to approve the Board Manual, Agency Mission Statement, and the Trio Advisory Councils. Ms. Carver seconded the motion. The motion carried.

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

- Vaccine Mandate
- Classroom closures
- Angel Tree Grant
- Enrollment
- Attendance
- Blount County Facility

The committee recommended approval of:

- Staff Wellness Policy
- Carry Forward Request for 2021/2022 into 2022/2023
- Submission of Continuation Grant Application
- Submission of Cost-of-Living Adjustment (if available)

Ms. Tabor asked for approval of the committee report and the recommended approval of listed action items. Mr. Helton made the motion for approval and Mr. Collins seconded the motion. The motion carried.

The Nominating Committee discussed the open slots for the Jefferson County Representative of Private sector and Sevier County Representative of private sector. The committee recommended approval of Lee Anne Strickland as the low-income representative for Monroe County.

Ms. Tabor asked for approval of the Nominating Committee recommended action. Ms. Bowen made the motion for approval and Ms. Wheeler seconded the motion. The motion carried.

The Personnel Committee reviewed and recommended approval of:

- Succession Plan
- Whistleblower Policy
- Diversity, Equity, and Inclusion statement to be added to Employee Handbook

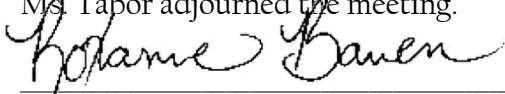
Ms. Carver seconded the motion. The motion carried.

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

- The Community Services programs have expended \$2.5 million in 4 months.
- Head Start and SRAE are working on continuation grants.

- TRIO programs are currently going on college visits and are planning on a summer program at Carson-Newman University concluding with a trip to Williamsburg.
- Still working on the grant application for Full-Service Community Schools- If funded, this program will serve Edgemont and Northwest schools in Cocke County.
- Staff Training- 32 managers and directors have completed Cliftons Strengths Training and 26 staff are currently participating in Crestcom Leadership Training. The Strategic Plan is focused on staff training.
- May Board meeting will be held at MLK Park in Morristown. Committees will meet at 11:45 and the full meeting will begin at 12:00.

Ms. Tabor adjourned the meeting.

A handwritten signature in cursive script that reads "Roxanne Bowen". The signature is written in black ink and is positioned above a horizontal line.

Roxanne Bowen, Secretary