

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
May 12, 2022

Members Present

Michael Collins	Rene Tabor
Bettye Carver	Bill Brittain
Scott Tipton	Wayne Helton
Nancy Farris	Roxanne Bowen
Rena Greer	Jim Clawson
Lori Millsaps	

Members Not Present

Terry Acuff	Ann Montgomery
Lee Anne Strickland	Clay Blazer
Mike Byrd	Lauren Carroll
Veronica Galvan	Danielle Hoffeditz
Conlie Rasnake	Linda Roberts
Sara Toner	Shannon Wheeler
David Woody	

Employees Present

Vikki Easley	Kelly Reed
Haley Moore	David Alvis
Sarah Childress	Curt Amos
Megan Barnard	Amanda White
David Sigler	Laura Barker
Kim Paxton	Penny Blakeley
Anna Mendoza	

Guests Present

Janice Collins

Douglas-Cherokee Economic Authority, Inc. held a regular Board of Directors meeting on May 12, 2022, at Martin Luther King Jr. Park in Morristown.

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 3/10/2022 meeting. Mr. Collins made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

Mr. Sigler presented the Financial Reports. The board received the financial reports prior to the meeting. Ms. Tabor asked for approval of the financial report. Mr. Helton made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

Ms. Barnard reported on the agency business.

- Gateway Village- closing period has been extended because of due diligence period granted to the buyer. Hope to close within 60 days.
- Winfield Ridge- waiting to hear back from THDA regarding turning the property over to the City of Winfield
- Charitable Solicitations Approval Letter
- The 2022 Services Directory and Annual Report were given to each member
- May is Community Action Month. The agency is doing several things throughout the month of May to celebrate.
- The agency will host the Hamblen Co. Non-Profit Forum on May 18th
- The agency has partnered with AmeriCorps to hire a child-care aid who will work 300 hours and it will only cost the program \$1,250 through the AmeriCorps partnership.

Ms. Barnard reported on Funding Applications and Program Updates.

- The agency has \$38 million in revenue with some contract periods overlapping.
- LIHWAP contract signed; agency awarded \$1.3 million
- CSBG Allocation has been received for contract date 10/1/2022-9/30/2024

The Finance and Audit Committee reviewed and recommended approval of:

- Revised Agency total budget and the revised Agency operating budget
- New TCRS rate
- Fraudulent check update- the suspect was arrested in March and Megan must appear in court next week
- Indirect Cost Rate

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

The Governance Committee reviewed:

- Program Reports
- Client Satisfaction Survey results
- Community Action Plan update

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

- COLA
- Quality Improvement
- Assistant Director- Position will be partially funded with the Quality Improvement funds
- Blount County Facility

The committee recommended approval of:

- Submission of the CACFP application

- Approval and submission of COLA application
- Approval and submission of Quality Improvement application
- Approval and submission of Budget Revision.

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

The Nominating Committee discussed and requested approval of the appointment of Michelle Hite, the Sevier County Representative of the private sector.

Ms. Tabor asked for approval of the Nominating Committee recommended action. Ms. Millsaps made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

The Personnel Committee reviewed and recommended approval of:

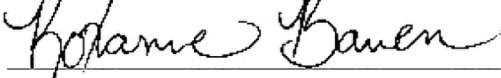
- Executive Director's performance evaluation and compensation.
- COLA increase of 2.5% for the programs whose budgets can support the increase
- Retention bonus for employees in December; full-time employees will receive \$600 and part-time employees will receive \$300

Ms. Tabor asked for a second for the items the committee recommended for approval. Mr. Collins made the second. The motion carried.

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

- Introduction of Program Directors
- Viewing of the 2022 video highlighting Douglas-Cherokee
- Next meeting is July 14, 2022

Ms. Tabor adjourned the meeting.



Roxanne Bowen, Secretary