

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
January 14, 2021

Members Present

Terry Acuff	Roxanne Bowen
Bill Brittain	Mike Byrd
Lauren Carroll	Michael Collins
Beth Connatser	Nancy Farris
Rena Greer	Wayne Helton
Reganne Lambert	Ann Montgomery
Conlie Rasnake	Marty Temple
Scott Tipton	Rene Tabor
Janice Wilder	

Members Not Present

Haily Burghart	Bettye Carver
Jim Clawson	DeAnna McClendon
Lori Millsaps	Linda Roberts
Shannon Wheeler	

Douglas-Cherokee Economic Authority, Inc. held the meeting via Zoom web conference. Each member was mailed the agenda and reports prior to the meeting.

Rene Tabor, Board Chair, called the meeting to order. Sarah Childress conducted roll call and a quorum was confirmed. Ms. Tabor turned the meeting over to Kay Hale.

Ms. Hale asked for approval of the minutes from the 11/12/2020 meeting. Mike Collins made the motion for approval and Wayne Helton seconded the motion. The motion carried.

David Sigler, Fiscal Officer, presented the Financial Reports. Ms. Hale asked for approval of the Financial Reports. Scott Tipton made the motion for approval and Conlie Ransake seconded the motion. The motion carried.

Ms. Hale presented the agency business. Ms. Hale informed the Board regarding refinancing East TN Homes for Elderly. It will cost \$2500 to refinance. Refinancing the property will save approximately \$2800 a month and the interest rate will go from 3.99% to 2.75%. Holston Homes for Elderly is also in the process of refinancing. The cost to refinance will be \$2500 and will save \$1800 a month. No loan term dates were extended.

Ms. Hale asked DCEA employees to leave the meeting and introduced Curtis Morrison with Rodefer Moss. Mr. Morrison presented the FY20 Audit Report to the Board. After his report, DCEA employees were invited back. Ms. Hale asked for approval of the FY20

Audit Report. Michael Collins made the motion for approval and Roxanne Bowen seconded the motion. The motion carried.

Ms. Hale presented the funding applications and program updates. A letter pertaining to the Head Start monitoring was included in the packet. Also, the reports of Agency Programs and Current/Proposed funding were included in the packet. Talent Search and EOC grant applications are currently be worked on. Ms. Kim Paxton, LIHEAP Director, requested to move up to 10% of funds as needed from counties who have excess funds to counties in which the funding falls short for emergencies and to avoid waiting lists or turning people away in counties where there is less funding being used. Ms. Hale asked for approval to the transfer of LIHEAP funds. Scott Tipton made the motion for approval and Ann Montgomery seconded the motion. The motion carried.

The committees did not meet individually due to meeting via Zoom.

The Executive Committee report included a reminder to the Board Members to complete and return the annual forms including the Board Application and Code of Conduct forms. Also included in the report was the Authorization to Sign Documents which needed approval. The authorization is reviewed and approved annually. There were no changes this year. Ms. Hale asked for approval of the Authorization to Sign Documents. Wayne Helton made the motion for approval and Marty Temple seconded the motion. The motion carried.

Ms. Hale stated that there were three roofing bids for housing complexes that had to approved by the end of 2020 in order to obtain approval to spend the funds out of their reserve accounts. The Executive Committee approved these bids and the Agency was able to get approval from HUD to utilize the reserve funding. However, the Agency is seeking approval from the entire Board with the Executive Committee approval being the motion for approval. The bid sheets were included in the packet. Ms. Hale asked for a second to approve the roofing bids. Wayne Helton seconded the Executive Committee's motion. The motion carried. The third bid is for Dogwood Terrace I. Only 1 bid for this complex was received after advertising two times in newspaper. We did receive responses from 2 companies explaining why they were not able to bid. The bid appears to be in line with other bids. This bid was not approved previously by the Executive Committee. Ms. Hale asked for approval of the roofing bid for Dogwood Terrace I. Michael Collins made the motion for approval and Wayne Helton seconded the motion. The motion carried.

For the Finance and Audit Committee, the following items were reviewed:

- Risk Management Update
- Financial Policies and Procedures and Purchasing Procedures

Ms. Hale asked for approval of the Risk Management Plan and the Financial Policies and Procedures and Purchasing Procedures. Wayne Helton made the motion for approval and Terry Acuff seconded the motion. The motion carried.

For the Governance Committee, the following items were reviewed:

- Program Reports- most programs still having difficulty meeting their required numbers but are working to establish creative ways to deal with the impacts of COVID.
- Board Meeting Schedule and Calendar
- Board Orientation and Training- will meet at 11:15 prior to the March meeting. New members should attend and other are also welcome.
- By-Laws Review- completed in November 2020. There were no suggestions for changes or updates.

Ms. Hale asked for approval of the By-Laws. Michael Collins made the motion for approval and Roxanne Bowen seconded the motion. The motion carried.

Kelly Reed provided updates of the NPI, Strategic Plan and the Community Assessment. Ms. Hale asked for approval of the Community Assessment. Wayne Helton made the motion for approval and Roxanne Bowen seconded the motion. The motion carried.

Mr. Amos, Head Start Director, presented the Head Start Committee Report. His report included:

- Program Information
- Eligibility Training
- Performance Standards Training
- Revision of the Supplemental Grant Application for new property in Blount County. The funds will be used to construct and prepare a facility for use as Head Start classrooms and offices. Funds will also be used to prepare and submit the required 1303 application.

Mr. Amos requested approval of the revision of the Supplemental Application for Blount County, which includes a request for “soft funds” to complete the 1303 application. Roxanne Bowen made the motion for approval and Janice Wilder seconded the motion. The motion carried.

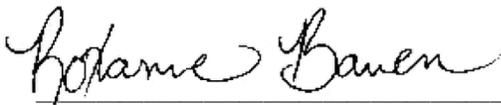
For the Personnel Committee, the Code of Conduct Policy and Disclosure for employees was reviewed. No changes have been made to the policy.

Ms. Hale presented the Executive Director’s report.

- Admin staff have discussed and would like to ask the Board’s permission to award ALL employees 10 extra days of sick leave to help with the extenuating circumstances caused by the pandemic. Previously, we asked the Board to approve using annual and sick leave for absences due to the pandemic. However, due to the length of this pandemic, we find that it would be of great benefit to award 10 extra sick leave days to all employees. This would hopefully encourage staff to stay home when they are sick and to help cover extended COVID-19 related absences. There would be no more telework unless specific duties are approved by the Program Director and Executive Director. Ms. Hale asked for approval of the 10 extra sick days for employees. Michael Collins made the motion for approval and Wayne Helton seconded the motion. The motion carried.

- Through some CSBG funding, numerous HS/EHS children and their younger siblings received warm clothing items. Every county received item and were also supplied with extra items to keep in a warm clothing closet for use as needed by the children.
- Some funds have also been distributed for food for school children in Monroe County. These funds were put in the budget when we received CAREs funds for CSBG. The Agency is also partnering with some organizations in Cocke County to help provide some foods for 2 new food storage units in the county. Food for school children and senior adults is a priority.
- Please refer people that have rental or utility assistance needs to the Neighborhood Service Centers.
- The Agency audit was good and has a lot to do with the management and oversight of the individuals that deal with the Agency's funding on a daily basis. Thank you!
- Sadly, Ms. Barbara Mason has resigned from the Board. She has been a faithful member of this Board and the Housing Board for many years. She will be greatly missed.

The meeting was adjourned.

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