

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
July 8, 2021

Members Present

Janice Wilder	Shannon Wheeler
Rena Greer	Rene Tabor
Michael Collins	Terry Acuff
Bettye Carver	Jim Clawson
Lauren Carroll	Wayne Helton
Lori Millsaps	Conlie Rasnake
Linda Roberts	Roxanne Bowen
Mike Byrd	Scott Tipton
Bill Brittain	

Members Not Present

Ann Montgomery	Haily Burghart
Beth Connatser	DeAnna McClendon
Reganne Lambert	Nancy Farris
Marty Temple	

Douglas-Cherokee Economic Authority, Inc. held a Board of Directors meeting on July 8, 2021 at the Rose Center 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 5/13/2021 meeting. Mr. Collins made the motion for approval and Mr. Helton seconded the motion. The motion carried.

David Sigler presented the financial reports. Ms. Tabor asked for approval. Ms. Bowen made the motion for approval and Ms. Carver seconded the motion. The motion carried.

Ms. Hale reported on the agency business. The pending EEOC lawsuit has been closed. The statute of limitation has passed.

Ms. Hale continued to program updates and monitoring. The SRAE grant application will be submitted 7/15/2021. The official LIHEAP monitoring results have not been received yet, but a conference call with THDA insinuated a positive monitoring report. Senior Nutrition was recently monitored by the Options program. No findings were reported.

The Executive Committee approved the Authorization to Sign Documents, which authorizes Megan Barnard to sign any and all documents pertaining to the operation of

the Agency while following the policies and procedures adopted by the Board, as well as documents pertaining to operation of the Affordable Housing program. Ms. Tabor asked for a second of the approval. Ms. Carver seconded the motion. The motion carried.

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

- Discussed and reviewed the 2022 Agency Operating Budget and the total budget for 2022*
- Reviewed and discussed the Major Transaction Report.*
- Discussed the Central Point Head Start window bid.*
- Discussed the bid for the upgrade of the phone system.*
- Discussed the Use of Agency Funds.*

The committee made the motion to approve the action items. Ms. Tabor asked for a second for the motion. Ms. Bowen seconded the motion. The motion carried.

For the Governance Committee, the following items were reviewed:

- Program Reports
- CSBG Grant Application and the Community Action Plan*

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

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

- Blount Classrooms including revised Slot Allocation for 2021/2022*
- ACF-PI-HS-21-04- Enrollment Expectations
- Grants Update- CARES-CRRSA-ARP funds
- Update on extra attendance days
- Update of Blount County Facility Supplemental Grant Application
- Curriculum and Assessment Update
- Admin 1.21 Career Development & T/TA Funds revision

Ms. Tabor asked for approval of the Head Start action items. Mr. Brittain made the motion for approval and Ms. Millsaps seconded the motion. The motion carried.

The Nominating Committee recommended approval of Veronica Galvan for the Hamblen County slot vacated by Barbara Mason. Ms. Tabor asked for a motion to approve Ms. Galvan. Mr. Brittain made the motion for approval and Mr. Collins seconded the motion. The motion carried.

The Personnel Committee reviewed:

- Employee Handbook revisions and updates.
- Executive Director evaluation and salary

The committee made the motion for approval and Mr. Rasnake seconded the motion. The motion carried.

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

- Along with the transition for the new Executive Director, reorganization efforts continue. A Community Services Director has been hired to oversee the CSBG funding and Neighborhood Service Centers, Low-Income Home Energy Assistance, Low-Income Home Water Assistance, and Community Connect. Kim Paxton was chosen for this position.
- The Education Center programs have also been streamlined. The new Education Center Director will oversee all 4 programs with the hope of serving more communities in the future. Laura Barker has been chosen for this position.
- The Volunteer Housing Board met in June and approved proceeding with listing Away at Ray's Cabin and Gateway Village Apartments for sale. Selling these properties will assist VHDC and VHMC with operational costs. The housing board was also informed of a sink hole at Franklin Place Apartments in Elizabethton and a sewer pump issue at Brookwood Terrace in Wartburg. Both complexes have funds in the reserve accounts to cover these repairs.
- With the beginning of new fiscal year, the Agency's newest program, LIHWAP is beginning to gear up. Also, cleaning services have been added to the services provided by Community Connect. The cleaning services will assist clients that are 200% or below Federal Poverty Guidelines.
- Finally, Ms. Barnard thanked the Board for the opportunity to lead the Agency. She thanked Kay Hale for her leadership and passion for the Agency, staff and the people served.

The next meeting will be September 9, 2021. The meeting was adjourned.



Roxanne Bowen, Secretary

*Action items approved by the Board.