

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
November 12, 2020

Members Present

Michael Collins	Janice Wilder
Beth Connatser	Bill Brittain
Lauren Carroll	Scott Tipton
DeAnna McClendon	Marty Temple
Wayne Helton	Shannon Wheeler
Nancy Farris	Roxanne Bowen

Members Not Present

Terry Acuff	Linda Branam
Bettye Carver	April Devotie
Haily Burghart	Mike Byrd
Lori Millsaps	Ann Montgomery
Rita Musick	Conlie Rasnake
Linda Roberts	Rene Tabor
Roger Thomas	Barbara Mason

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

Kay Hale, Executive Director called the meeting to order. Kelly Reed conducted roll call and a quorum was confirmed.

Ms. Hale asked for approval of the minutes from the 9/13/2020 meeting. Mike Collins made the motion for approval and Scott Tipton seconded the motion. The motion carried.

David Sigler, Fiscal Officer, presented the Financial Reports. Ms. Hale asked for approval of the Financial Reports. Roxanne Bowen made the motion for approval and Wayne Helton seconded the motion. The motion carried.

Ms. Hale presented the agency business. Ms. Hale updated the Board concerning the EEOC complaint. The employee was provided an office that had been cleaned/sanitized and with own air conditioner and dehumidifier/air purifier. The employee has returned to work. The employee has also been provided with an alternate Agency vehicle. The Agency has been in contact with PEP attorneys and is awaiting to hear from the EEOC contact.

The Agency has received approval of the proposed CARES Community Action Plan. The approval letter was provided to the Board.

Ms. Hale presented the Funding Applications and Program Updates report. The Community Connect Program has continued the services previously provided by the RSVP Program. The Community Connect Program is growing substantially. We plan to receive another vehicle and hire an additional driver to provide more transportation services. Phone contacts are continuing as well. The program has doubled the number of phone contacts since last year for the past several months. 56 transports were completed for October and as of today, 54 requests have been received for November. Program staff are developing a priority point ranking system to ensure that the neediest senior adults and those with disabilities are being transported to the most needed appointments. The program will also be starting home cleaning services for several Community Connect and Senior Nutrition clients.

The Riverpark Housing complex has reopened after the rebuild and updates from the fire in fall 2019. Due to the fire, the property insurance was cancelled. It was difficult finding another provider. However, after finding a new provider, the premiums have almost doubled. A loan modification has been requested to cover the premium costs.

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

The Executive Committee report included the request of the Board Members to complete and return the annual forms including the Board Application and Code of Conduct forms.

Ms. Hale stated the Agency needs to purchase a vehicle for the Maintenance Technician. The Agency has the funds to purchase a truck and is planning to spend around \$25,000, but would like approval from the Board to spend up to \$35,000 if needed. Ms. Hale asked for approval of the purchase of a truck for \$35,000 or less. Mike Collins made the motion for approval and Mr. Helton seconded the motion. The motion carried.

For the Governance Committee, the following items were reviewed:

- Program Reports
- Board Evaluation
- Approval of Advisory Councils
- Approval of Board for Rental Management Owner Corporations
- January 2021 meeting date- 1/14/2021

Ms. Hale asked for approval of the Talent Search and Upward Bound Advisory Councils and the Rental Management Owner Corporations. Scott Tipton 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
- Enrollment Update
- Monitoring Issues

- Supplemental grant application requesting approximately \$3 million for a facility in Blount County. The application will include a request to purchase property and build a facility with space for at least four classrooms, a kitchen, offices and storage space.

Mr. Amos requested approval to submit the supplemental grant application for the proposed facility in Blount County. DeAnna McClendon made the motion for approval and Janice Wilder seconded the motion. The motion carried.

The Nominating Committee reviewed:

- Board Roster: The members who are representatives of the poor have not been approved in a “local election” yet. In the interest of time, Ms. Hale requested the approval for all new and/or returning members highlighted in yellow on the Board Roster. In the event a member is not elected at the local election, it will be reported to the Board and another representative will be located. Ms. Hale asked for approval of the Board Roster. Janice Wilder made the motion for approval and Mike Collins seconded the motion. The motion carried.
- Election of Officers: Ms. Hale asked for nominations of officers. DeAnna McClendon made a motion to re-elect the current officers and Marty Temple seconded the motion. The motion carried.

Ms. Hale presented the Executive Director’s report.

- DCEA has all staff back to work and all programs are operating. Most programs are at 75-85% of their program goals. All programs continue to strive to enroll clients, participants, students, children, etc. It has been difficult when schools have been virtual, in school for short periods of time and more. Staff are meeting regulations by using a variety of innovative means- online, delivering activity bags, You Tube videos, etc. Our afterschool programs and TOPs program are not at 75-85% enrollment due to school starting late or asking these programs not to start until October. Clients applying for benefits are being served online, by phone and in person by scheduled appointments.
- The Agency has experienced some COVID-19 exposure incidences and have followed guidance from local health departments.
- The by-laws are currently being reviewed by an attorney. Ms. Hale thanked Lauren Carroll for agreeing the help with the review.
- Ms. Hale invited the Board members to let the communities know that DCEA has energy assistance- gas, electric, wood, coal, etc. and the guidelines are 189% of poverty level. For example, a family of 4 can make up to \$45,869/year and qualify for assistance.
- The Agency has extra funds that are earmarked for each of the 6 core counties to spend on food assistance and warming/cooling funds, homeless shelter funds. The one restriction is that most people served by the funds would need to be CSBG eligible.

- Numerous other services through the Neighborhood Service Centers are also available, such as, crisis assistance for electric, rental assistance, support to help with prescriptions, food assistance and much more. Individuals 200% over the poverty guidelines can qualify for these services. For example, a family of 4 can qualify if they make less than \$52,000 a year.
- The Talent Search and EOC grant applications are due as this is the last year of our 5-year cycle. The Agency Grant Writer is working on these proposals. The Agency reorganized the TRiO programs. A TRiO Programs Director was hired and there are Program Managers over the EOC, Talent Search and Upward Bound programs.
- The auditors have begun the FY20 audit and hope to have a report to the Board no later than March.

The meeting was adjourned.

Roxanne Bowen, Secretary