

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

Members Present

Marty Temple	Conlie Rasnake
Mike Byrd	Lori Millsaps
Shannon Wheeler	Wayne Helton
Michael Collins	Terry Acuff
Kristen Human	Linda Roberts
Janice Wilder	Beth Connatser
Roxanne Bowen	Rene Tabor
Barbara Mason	Bill Brittain
Ann Montgomery	Scott Tipton
Nancy Farris	Linda Branam

Members Not Present

April Devotie	Bettye Carver
Charlotte Tweed	Rita Musick
Roger Thomas	

Douglas-Cherokee Economic Authority held a Board of Directors' meeting on March 12, 2020 at the main office, located at 534 E. 1st North St., Morristown.

Ms. Tabor called the meeting to order and verified a quorum present. She welcomed new member, Marty Temple. She asked for approval of the minutes from the January 9, 2020 meeting. Ms. Mason made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

Mr. Sigler presented the Financial Reports. Ms. Tabor asked for approval of the financial report. Ms. Montgomery made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Hale reported on funding applications:

- LEAPs application is due 4/10/2020. This covers several classrooms in Hamblen, Union and Grainger.
- United Way requests from Grainger, Sevier, Jefferson, and Monroe Counties.
- County Finance Requests: Monroe and Sevier

Ms. Tabor asked for approval to apply for the United Way grants and the other proposed funding applications. Ms. Montgomery made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Hale reported on Program Updates and Monitoring Information:

- Cross Creek Head Start Notice of Federal Interest-required by the Office of HS to be shared with the Board.

- Auburn Hills complaint- the complainant withdrew her complaint. The Agency was also notified the timeframe for further filings pertaining to the complaint has passed. The case has been closed.
- Winfield Ridge-Following a meeting with Mr. Lord with THDA, it was advised that all units must be made rent ready and two-sided signs need to be placed on both sides of the road. The Agency is still waiting on a written response from the corrective action plan.
- Meals on Wheels Humana Project-This project allows the Senior Nutrition Program to serve residents who have been discharged from the hospital for up to approximately 18 weeks. The Agency is reimbursed for meals and friendly visits. Rhea and McMinn Counties have been added for the Senior Nutrition Program for Humana Services only.
- CSBG Desk Review- A desk review of the Center of Excellence CSBG Organizational Standards is currently underway. The information is due in Nashville on April 6, 2020.

The Executive Committee discussed/reviewed:

- Board Committee roles and responsibilities were discussed. No changes were suggested.
- Board Committee assignments were reviewed and approved.*

The Executive Committee recommended approval of the Board Committees. Ms. Tabor asked for a second. Mr. Tipton seconded the motion. The motion carried.

The Finance Committee discussed/reviewed:

- FY 19 Audit Report- acknowledged that the approval of the FY19 Audit Report was overlooked at the January Board meeting. Recommended approval*
 - Ms. Tabor asked for approval of the FY19 Audit Report. Mr. Brittain made the motion for approval and Ms. Bowen seconded the motion. The motion carried.
- Extension of current auditor's contract- discussed and recommended approval.*
- Financial Policies & Procedures- recommended approval of suggested changes/additions.*
- Reviewed the Whistleblower Policy- no changes made
- Reviewed the bid for foundation repair of main office building
- TCRS Rate Change- The TCRS rate for next year will be .44%

The Finance Committee made the motion for approval of the Finance Committee report. Ms. Tabor asked for a second. Ms. Montgomery seconded the motion. The motion carried.

The Governance Committee discussed/reviewed:

- Reviewed program reports
- Reviewed the Board Manual and any modifications.*
- The Organizational Standards were reviewed and a handout was provided.

- A community assessment survey for the Board was reviewed and provided to members.
- The succession plan was reviewed and no changes were made.

The Governance Committee made a motion for approval of the committee report and Ms. Farris seconded the motion. The motion carried.

The Head Start Committee discussed/reviewed:

- Director's report
- Updates
 - Facilities Updates- Newport, Cross Creek, Ray's Place
 - Eagleton 1 & 2- losing this space next school year
 - Angel Tree Grant report submitted 2/11/2020
 - TN Wages- stipends for length of service and education
 - COLA and Quality Improvement funds
- Internal Dispute Policy*
- Slot Allocation*
- Change EHS 7 slots from infants to toddlers*
- Selection Criteria- add 10 additional points for foster care and kinship care*
- Job Descriptions- add In-Kind statement for all staff*
- No Cost Extension- Cross Creek*
- Monroe County United Way grant- \$8,500*
- TDHS Support/Enhancement Grant- \$166,000 (\$4000-\$5000 per center)*
- 5-Year Baseline Grant Application and required documentation (Training Plan- Self-Assessment/Program Improvement Plan-Community Assessment-Slot Allocation-Program Goals & Objectives- Budget)*

The Head Start Committee made the motion for approval of the committee report. Ms. Montgomery seconded the motion. The motion carried.

The Personnel Committee discussed/reviewed:

- Handbook changes were discussed.*
 - Immediate Family Definition
 - Annual Leave Maximum Carryover
 - Allowances during Orientation/Disciplinary Probation
 - Bereavement Leave
 - Employee Dress Code
- Whistleblower Policy- No changes made
- Job Descriptions – No changes suggested

The Personnel Committee made the motion for approval of the committee report. Ms. Millsaps seconded the motion. The motion carried.

Ms. Hale gave the Executive Director's report.

- Program Yearly Reports- in an effort to keep everyone aware of yearly monitoring and evaluations of programs, these reports will be given to the Board.
 - Included this month are the Trio Programs APRs and Head Start/Early Head Start Program Information Reports.
- Special Projects Funding- We have not heard anything regarding the proposed special projects we submitted. These were supposed to be approved mid-January. However, we hope to complete several of the projects with the carry forward funds that we expect to receive in April.
- 2020 Census- Our programs have been sharing census information with all clients, families, etc. Our agency and our communities depend on a "true count." Several of our programs' funding is related to census data.
- Covid-19- Directors and key staff participated in a webinar about Covid-19. We want to ensure staff and participants' safety by providing education.
- Building Engineer- The Agency will work with an engineer to evaluate the building here at the main office and develop a prioritized list of repairs to be made.
- The next meeting is May 14, 2020,

Sarah Childress explained the Board of Directors page of the Agency website and provided instructions for accessing the information included on the website.

The meeting was adjourned.



Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors