

**Minutes**  
**Douglas-Cherokee Economic Authority, Inc.**  
**Board of Directors**  
**January 10, 2019**

**Members Present**

Michael Collins	Shannon Wheeler
Conlie Rasnake	Roy Inman
Rita Musick	Janice Wilder
Barbara Mason	Charlotte Tweed
Bill Brittain	Wayne Helton
Ann Montgomery	Kristin Human
Linda Roberts	Terry Acuff
Scott Tipton	April Devotie
Rene Tabor	

**Members Not Present**

Linda Branam	Bettye Carver
Lane Wolfenbarger	Roxanne Bowen
Eddie Villa	Nancy Farris
Lori Millsaps	Buster Norton

Douglas-Cherokee Economic Authority held the Annual Board of Directors' meeting on January 10, 2019 at the central office in Morristown, TN.

Ms. Tabor called the meeting to order and verified a quorum present. She asked for approval of the minutes from the November 8, 2018 meeting. Ms. Wheeler pointed out that Mr. Inman was at the November meeting and should be added to the attendance. Mr. Collins made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Tabor welcomed new members April Devotie and Roger Thomas and returning member, Conlie Rasnake.

Ms. Hale reported on Agency Business.

- THRC Complaint- The Agency received a complaint from a housing resident. The Agency replied to the complaint in December and have not heard anything. Since filing the complaint, the tenant has moved out.
- Legal & Fiduciary Requirements- Board members received information regarding Duty of Care and Duty of Loyalty.
- CACFP Audit- The Head Start program was recently audited by the CACFP program. The audit found 14 meals where were claimed and disallowed. This finding is below the threshold to affect funding. The Agency has completed the Corrective Action Plan and submitted it to the CACFP program.

Ms. Tabor asked for the DCEA employees to leave the room and introduced Curtis Morrison with Rodefer Moss & Co. PLLC. Mr. Morrison presented the FY18 Audit

Report to the Board. Board Members were provided a copy of the audit report. Ms. Tabor asked for approval of the Audit Report. Mr. Inman made the motion to approve and Ms. Mason seconded the motion. The motion carried. The employees were asked back into the meeting.

Mr. Sigler presented the Financial Reports. The Agency has 8.3 Million in total expenditures. He informed the Board the financial reports were included in the packet. Ms. Tabor asked for approval of the Financial Reports. Ms. Mason made the motion of approval and Mr. Inman seconded the motion. The motion carried.

Ms. Hale reported on funding applications and program updates:

- LIHEAP monitoring- Finding regarding “Zero Income Letters.” Kim Paxton, LIHEAP Program Director, has responded to the finding.
- Agency Programs- Updated list included in packet
- Special Projects Update-
  - SNP Outreach- in process of hiring employee who will assist with assessments and recruitment for the program
  - Jails to Job Program Case Manager- employee has been hired
  - Driver- Currently accepting resumes and applications for this position
  - Heaters- purchased and distributed to all Neighborhood Centers
  - Workforce- planning and development stage

The Executive Committee discussed/reviewed:

- Reviewed the Board application and committee interest forms- no changes suggested
- Authorization to sign documents- no changes suggested
- Recommended submitting 429 forms to transfer K’Chemicals’ property to owner, Jeff Kyle.\*

Ms. Tabor asked for approval of the Executive Committee report. Mr. Acuff made the motion for approval and Mr. Inman seconded the motion. The motion carried.

The Finance/Audit Committee discussed/reviewed:

- Reviewed the Code of Conduct and Disclosure Forms as they apply to Board Members
- Reviewed the Financial Policies/Procedures along with the Purchasing Policies.\* No changes were recommended.
- Reviewed the updated Risk Management Plan\*
- Reviewed the FY18 Audit

The committee made the motion for approval and Ms. Montgomery seconded the motion. The motion carried.

The Governance Committee discussed/reviewed:

- Reviewed the Board Meeting & Training Schedule\*
- Program Reports were reviewed
- Reviewed and discussed the NPI report.

The Committee made the motion of approval and Ms. Mason seconded the motion. The motion carried.

The Head Start Committee discussed/reviewed:

- Director's report
- Eligibility Training
- Performance Standards Training
- Grant Preparation
- Budget Revision and approval to purchase vehicles- Reallocation of funds into the equipment line item\*

The Head Start Committee made the motion for approval and Ms. Montgomery seconded the motion. The motion carried.

The Nominating Committee discussed/reviewed:

- Discussion of 2 possible members for open slots: Beth Connatser- Sevier County and April Devotie- representing Cock County Mayor's office\*
- Further discussion was held concerning possible openings and those members with poor attendance.

The Nominating Committee made the motion for approval and Mr. Tipton seconded the motion. The motion carried.


The Personnel Committee discussed/reviewed:

- Employee Handbook changes/updates were discussed. These were changes suggested upon by an attorney\*
- Reviewed the Code of Conduct/Disclosure forms as related to employees

Ms. Tabor asked for approval of the Personnel Committee report. Mr. Collins made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Hale gave the Executive Director's report. She stated the Agency continues to work on improving monitoring reports, exploring grant opportunities and correcting audit finding. The next meeting will be March 14<sup>th</sup>.

The meeting was adjourned.



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Roxanne Bowen, Secretary

\*Committees recommended approval to the full Board of Directors