

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
January 12, 2023

Members Present

Michael Collins	Roxanne Bowen
Bill Brittain	Lauren Carroll
Bettye Carver	Wayne Helton
Mike Byrd	Jim Clawson
Rene Tabor	Clent Dunn
Michelle Hite	Ashley Shelton

Members Not Present

Clay Blazer	Nancy Farris
Veronica Galvan	Rena Greer
Danielle Hoffeditz	Lori Millsaps
Scott Tipton	David Woody
Lee Anne Strickland	Kim Briscoe

Employees Present

Amanda White	David Sigler
Sarah Childress	Kelly Reed
Kim Paxton	Megan Barnard
Curt Amos	Amanda White

Guests Present

Janice Collins

Douglas-Cherokee Economic Authority, Inc. held a regular Board of Directors meeting on January 12, 2023, at Douglas-Cherokee.

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 11/10/2022 meeting. Mr. Helton made the motion for approval. Mr. Brittain seconded the motion. The motion carried.

David Sigler presented the financial reports. The board received the financial reports prior to the meeting. Ms. Tabor asked for approval of the financial report. Mr. Byrd made the motion for approval and Mr. Collins seconded the motion. The motion carried.

Ms. Barnard reported on the agency business.

- DHS - Approved the Corrective Action Plan
- FY22 Audit- will be reviewed at March's meeting.
- Accounting Office Remodel- Leon Williams Construction was awarded the contract. Work was recently completed.



- THDA Reimbursements- All LIHEAP services were halted Dec. 19, 2022, due to the agency reimbursement from THDA. THDA owed \$3.3 million. The agency did receive a payment in the amount of \$1.6 million from THDA on 1/6/23. CSBG and local funds are available for emergency services in all counties.

Ms. Barnard presented the Funding update.

- LIHEAP Funds Transfer- executive committee approved to give the Executive Director to move LIHEAP funds around in the counties as needed.
- HS Carryover Funds- executive committee approved requesting \$206,00 of additional carryover funding. The funds will be used to offset personnel costs and free up funds for classroom supplies and operations.
- TVA Community Cares Funding through Appalachian Electric- agency received \$38,500.
- TVA Community Cares Funding through Newport Utilities- agency received \$22,000.
- HS Carryover Request- approved- will be used to purchase four vehicles and one playground.
- 21st Century/LEAPs grants- application is due at the end of March.
- Benefit Enrollment Center Grant- Mary is currently working on the application.
- FSCS Grant- did not receive.

The Executive Committee reviewed and requests approval of:

- Authority to the Executive Director to move LIHEAP funds around between the counties.

Ms. Tabor asked for approval of the Executive Committee report. Mr. Brittain made the motion for approval. Mr. Byrd seconded the motion. The motion carried.

The Governance Committee reviewed and recommended approval of:

- Program Reports
- Board Orientation
- Board Meeting Schedule & Calendar*
- Risk Assessment*
- National Performance Indicators
- Board Member Needs Assessment Survey

Ms. Tabor asked for approval of the Governance Committee report. Ms. Bowen made the motion for approval and Mr. Clawson seconded the motion. The motion carried.

The Head Start Committee reviewed and recommended approval of:

- Director's Report*
- Enrollment Reduction*
- Ray's Place- full-year to part-year*
- Two Carryover Requests
- Blount Facility Update
- Licensing- Judson Hill Self-Report



- Change in Policy Council Chairperson- Clent Dunn, new chair.

Ms. Tabor asked for approval of the Head Start Committee report. Mr. Helton made the motion for approval. Mr. Brittain seconded the motion. The motion carried.

Mr. Amos provided training for the Board members. The training covered eligibility, Performance Standards, and grant preparation.

The Nominating Committee did not meet, but recommended approval of:

- Kim Briscoe- Grainger County Representative of Low-Income
- Misty Cameron- Grainger County Representative of Low-Income

Ms. Tabor asked for approval of the Nominating Committee's recommendations. Mr. Byrd made the motion for approval and Mr. Collins seconded the motion. The motion carried.

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

- CVRR- Rent Relief Program ended 1/6/ 23.
- IT upgrades for the agency
- Board Orientation is provided on the website.
- Next Board meeting will be March 9, 2023.

Ms. Tabor adjourned the meeting.



Roxanne Bowen, Secretary

*Items approved by committees