

**Minutes**  
**Douglas-Cherokee Economic Authority, Inc.**  
**Board of Directors**  
**March 14, 2024**

Members Present

Michael Collins	Clent Dunn
Jerri Bishop	Roxanne Bowen
Joan Stokely	Lauren Carroll
Misty Cameron	Lee Anne Strickland
Kim Briscoe	Scott Tipton
Rene Tabor	Kathy Holt
Bettye Carver	Jim Clawson
Donna Shelton	Sharon Davis
Maggie McAnally	

Members Not Present

Bill Brittain	Wayne Helton
Clay Blazer	Lori Millsaps
Nancy Farris	Michelle Hite
Gloria Walker	Michelle Love

Employees Present

Megan Barnard	Kelly Reed
David Sigler	Haley Moore
Amanda White	Curt Amos
Kim Paxton	

Guests Present

Janice Collins	Curtis Morrison
Ashley Bradley	

Douglas-Cherokee Economic Authority held a Board of Directors' meeting on March 14, 2024 at the main office, located at 534 E. 1<sup>st</sup> North St., Morristown.

Rene Tabor, Board Chair called the meeting to order and verified a quorum present.

Ms. Tabor asked for approval of the minutes from the January 11, 2024 meeting. Mr. Collins made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

Ms. Tabor requested DCEA employees leave the room in order for the FY22 Audit Report to be presented. Mr. Curtis Morrison, Rodefer Moss & Co, PLLC, presented the financial statements to the Board. Ms. Tabor asked for approval of the FY23 Audit

Report. Ms. Bowen made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

The employees were invited back into the meeting.

Ms. Barnard reported on agency business.

- Notified of CSBG desk review which is due 3/31/24 and all documents are being worked on and will be submitted next week.
- Currently going through a LIHEAP Fiscal Audit covering years 2020-2023\*
- LIHEAP Program Audit review PY 2021-2022 no findings\*
- LIHEAP Program Audit review entrance March 4<sup>th</sup> for PY 2023
- Notified of Focus Area 2 Head Start Review April 8<sup>th</sup>-12<sup>th</sup> (onsite)\*
  - FA2 Monitoring Event Guide
- Old Saybrook update
- Senior Nutrition kitchen parking lot
- LEAPs onsite monitoring March 20<sup>th</sup>
- March for Meals ongoing and asked for board participation to deliver meals this month

Mr. Sigler presented the Financial Reports. The board received the financial reports prior to the meeting. Ms. Tabor asked for approval of the financial report. Ms. Carroll made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

Ms. Barnard presented the funding application update.

- Current and proposed funding report sent out prior to meeting
- Not rewriting for HUG Cohort in our afterschool program (5 schools) low dollar per participant and budgeting concerns
- Head Start/Early Head Start grant due 4/1/24
- Received TN Strong Families Diaper Grant \$100,000
- Rewriting for SRAE and including Grainger County Schools in proposal
- Appalachian Empower \$41,000 for energy assistance
- Community Action Month in May

The Executive Committee reviewed and requested approval of:

- Board Committee roles and responsibilities were discussed\*
- Board Committee assignments\*

The Executive Committee recommended approval of the Board Committees and their roles and responsibilities. Ms. Tabor asked for a second. Ms. Carver seconded the motion. The motion carried.

The Finance and Audit report was given by David Sigler:

- FY23 Audit Report
- IRS 990
- Governance letter from auditors\*

- Senior Nutrition parking lot\*

Ms. Tabor asked for approval of the finance and audit report. Ms. Holt made the motion for approval and Ms. Stokely seconded the motion. The motion carried.

The Governance Committee report was given by Megan Barnard:

- Program reports
- Strategic Planning and Board Survey\*

Mr. Curt Amos, Head Start Program Director, presented the Head Start Committee Report:

- Director's report
- Grant approval
- COLA approval
- Slot reduction (Affected Classrooms)

The Head Start Committee made the motion for approval of the committee report. Mr. Tipton seconded the motion. The motion carried.

Ms. Barnard presented the Nominating Committee report:

- Consideration for Board Openings
  - 2 vacancies (1 Sevier, 1 Monroe)

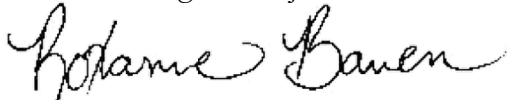
Ms. White gave the Personnel Committee report:

- Exploration of changing the regular work week from 8-4:30 M-F to 8-5:00 M-T and 8-1:30 Fridays
- Executive Director review and compensation at May meeting

Ms. Barnard gave the Executive Director's report.

- Hamblen NSC moving to North High St.
- TN Strong Families Diaper Grant to begin April 1st
- Families First grant projected start date May 1st
- The next meeting is May 9, 2024.

The meeting was adjourned.



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Roxanne Bowen, Secretary

\*Committees recommended approval to the full Board of Directors