

**Minutes**  
**Douglas-Cherokee Economic Authority, Inc.**  
**Board of Directors**  
**March 13, 2025**

Members Present

Michael Collins	Nancy Farris
Roxanne Bowen	Misty Cameron
Joan Stokely	Kathy Holt
Rene Tabor	Kim Briscoe
Chris Cutshaw	Tracy Jett
Michelle Love	Jessicia Walker

Members Not Present

Donna Shelton	Wayne Helton
Clay Blazer	Sharon Davis
Lauren Carroll	Jim Clawson
Gloria Walker	Michelle Hite
Maggie McNally	LeeAnne Strickland
Bettye Carver	Jerri Bishop

Employees Present

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

Guests Present

Janice Collins	Curtis Morrison
Tonya Easley	

Douglas-Cherokee Economic Authority held a Board of Directors' meeting on March 13, 2025 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 9, 2025 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 FY24 Audit Report to be presented. Mr. Curtis Morrison, Rodefer Moss & Co, PLLC, presented the financial statements to the Board.

The employees were invited back into the meeting.

Ms. Barnard reported on agency business.

- Notified of CSBG onsite monitoring
- Responded to the state regarding LIHEAP Civil Rights complaint
  - Select crisis files sent to legal for review

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. Farris made the motion for approval and Mr. Collins seconded the motion. The motion carried.

Ms. Barnard presented the funding application update.

- Current and proposed funding report\*
- Head Start/Early Head Start grant due 4/1/25
- 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. Mr. Cutshaw seconded the motion. The motion carried.

The Finance and Audit report was given by Ms. Barnard:

- FY24 Audit Report
- IRS 990
- Governance letter from auditors\*
- Comptroller Audit Letter

Ms. Tabor asked for approval of the finance and audit report. Ms. Bowen made the motion for approval and Mr. Collins seconded the motion. The motion carried.

The Governance Committee report was given by Ms. Barnard:

- Program reports
- Strategic Planning update\*

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

- Director's report
- Submission of grant application for new 5 year grant cycle
- Approval of Cost of Living/Quality Improvement

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

Ms. Barnard presented the Nominating Committee report:

- Consideration for Board Openings
  - Monroe Low-Income Representative
  - Monroe Private Sector Representative
  - Sevier Low-Income Representative
  - Grainger Public Official

Ms. Tabor asked for approval of moving Sharon Davis to Monroe Public Official Representative for Mitch Ingram, County Mayor . Mr. Cutshaw made the motion for approval and Mr. Collins seconded the motion. The motion carried.

Ms. White gave the Personnel Committee report:

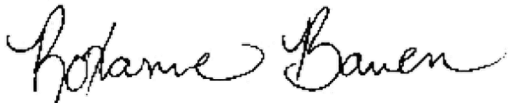
- Exploration of scale changes for managers/above (every scale below manager level has been changed in the past 3.5 years)
- Executive Director review and compensation at May meeting

Ms. Barnard gave the Executive Director's report.

- Uncertain Times

The next scheduled meeting date will be held on May 8, 2025.

Ms. Tabor asked for a motion to adjourn the meeting. Ms. Bowen made the motion. Mr. Collins seconded the motion. The meeting was adjourned.



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Roxanne Bowen, Secretary

\*Committees recommended approval to the full Board of Directors