

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
January 9, 2025

Members Present

Michael Collins	Wayne Helton
Kathy Holt	Bettye Carver
Rene Tabor	Roxanne Bowen
Misty Cameron	Lauren Carroll
Sharon Davis	Chris Cutshaw
Michele Love	

Members Not Present

Donna Shelton	Joan Stokely
Michelle Hite	Maggie McNally
Lori Millsaps	Lee Anne Strickland
Jerri Bishop	Gloria Walker
Kim Briscoe	Clay Blazer
Jim Clawson	Nancy Farris
Tracy Jett	

Employees Present

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

Guests Present

Janice Collins

Douglas-Cherokee Economic Authority held our Board of Directors' Meeting on January 9, 2025 at the main office, located at 534 E. 1st 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 November 14, 2024 meeting. Mr. Collins made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

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. Mr. Helton made the motion for approval and Ms. Carroll seconded the motion. The motion carried.

Ms. Barnard reported on agency business.

- The FY 2024 audit will be reviewed at the March/May 2025 meeting
- Civil rights complaint on LIHEAP, all information sent to state; awaiting response
- Complaint filed regarding Affordable Housing issue in Hawkins County Court, complaint thrown out December 17th
- Leaving Cora Veal Senior Center in Monroe County 1/18/2025
 - Congregate site and kitchen serving approximately 100 Monroe County residents daily

Ms. Barnard presented the funding application update.

- THDA LIHEAP Contract \$3,014,097.36 (Pre-Covid funding levels)
 - Approved 2,565 applications in October
 - 1,511 households are on our waiting list (all waiting list applicants will remain eligible through September 2025)
 - Applicants who applied in October will receive a letter by early January with status, November by February, and December by March
- Upward Bound passed APR performance goals/certified in December

The Executive Committee report was given by Ms. Barnard.

- Conflict of Interest and Board Forms/Bylaws-Completed forms needed*
- Committee Interest-Completed form needed* (New Committees in March)
- LIHEAP funding & transfer of funds*
- Bylaw Review and Update/Reviewed by our attorney
- Head Start complaint filed 1/7/25 reviewed by board

The Executive Committee made the motion for approval of the committee report. Mr. Helton seconded the motion. The motion carried.

The Finance Committee did not have a quorum. Mr. Sigler presented the finance committee report.

- Program reports*
- Agency Wide Risk Assessment/Notes to Board*

Ms. Tabor asked for approval of the finance committee report. Ms. Bowen made a motion to approve the report. Mr. Collins seconded the motion. The motion carried.

The Governance Committee report was given by Ms. Reed.

- Program reports*
- Board Meeting Schedule & Calendar*
- Board Orientation Training*
- National Performance Indicators (NPI) Review*

The Governance Committee made the motion for approval of the committee report. Ms. Carver seconded the motion. The motion carried.

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

- Director's Report
- Pay Parity Discussion
- Grant Preparations
 - Program goals/objectives for 5 years
- Policy Council Bylaws
- In-Kind Waiver-20% match

Ms. Tabor asked for approval of the Head Start Committee report. Mr. Helton made a motion to approve the report. Ms. Carver seconded the motion. The motion carried.

Ms. Barnard presented the Nominating Committee report:

- Vacancies
 - Monroe County, Representative of Low-Income
 - Sevier County, Representative of Low-Income
 - Head Start Policy Council Chair-Representative of Low-Income (Jessica Walker)

Ms. Tabor asked for approval of Nominating Committee report. Ms. Holt made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

Ms. White gave the Personnel Committee report:

- Affirmative Action Plan

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

Ms. Barnard gave the Executive Director's report.

- Cora Veal move out; meeting with Sharon Davis to discuss looking for new location
- Pay Parity (Head Start)
- Next board meeting March 13th
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Ms. Tabor asked for a motion to adjourn the meeting. Ms. Bowen made the motion. Mr. Collins seconded the motion. The meeting was adjourned.



Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors