

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
March 9, 2023

Members Present

Michael Collins	Rena Greer
Jerri Bishop	Roxanne Bowen
Joan Stokely	Wayne Helton
Misty Cameron	Nancy Farris
Kim Briscoe	Scott Tipton
Rene Tabor	Clay Blazer
Bettye Carver	
Bill Brittain	
Michelle Hite	
Jim Clawson	

Members Not Present

Clent Dunn	Lauren Carroll
Danielle Hoffeditz	Lee Anne Strickland
David Woody	Lori Millsaps

Employees Present

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

Guests Present

Janice Collins	Curtis Morrison
Tee Demoss	Sharon Davis

Douglas-Cherokee Economic Authority held a Board of Directors' meeting on March 9, 2023 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 January 12, 2023 meeting. Ms. Bowen made the motion for approval and Mr. Collins 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 FY22 Audit Report. Mr. Collins made the motion for approval and Mr. Helton 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 3/31/23 and all documents have been submitted.

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

Ms. Barnard presented the funding application update.

- Current and proposed funding report sent out prior to meeting
- HAM and LEAPs afterschool grants are due 4/14/23.
- Head Start/Early Head Start grant due 3/31/23.
- Emergency Rental Assistance-Eviction Prevention program begins 5/1/23.
- Community Action Month is in May

The Executive Committee reviewed and requested approval of:

- Board Committee roles and responsibilities were discussed.
- Board Committee assignments were reviewed and approved.*
- THRC complaint dismissed

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

The Finance and Audit report was given by David Sigler:

- FY22 Audit Report
- IRS 990
- Financial Policies & Procedures- recommended approval of suggested changes/additions.
 - o Procurement Policy

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

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

- Director's report
- Updates
 - o Blount County facility
 - o Reduction in enrollment
- Grant approval
- COLA/Quality Improvement approval*
- COVID Mitigation Policy approval*

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

The Nominating Committee recommended approval of Tee DeMoss as representative of the private sector for Hamblen County and Sharon Davis as representative of the private sector for Monroe County. Ms. Tabor asked for a second. Ms. Bowen seconded the motion. The motion carried.

Ms. Barnard gave the Executive Director's report.

- Introduction of new board members
- THDA Contract-LIHEAP services are halted awaiting contract.
- HAM, LEAPs, Head Start grants to be submitted
- COLA to be evaluated by program
- Community Action Month in May
- Community Connect program ending June 30th due to CARES funding ending.
- The next meeting is May 11, 2023.

The Governance Committee report was given by Megan Barnard:

- Program reports
- Strategic Plan update

The meeting was adjourned.

Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors