

Minutes  
Douglas-Cherokee Economic Authority, Inc.  
Board of Directors  
September 14, 2023

Members Present

Michael Collins	Jerri Bishop
Clent Dunn	Bill Brittain
Roxanne Bowen	Gloria Walker
Wayne Helton	Bettye Carver
Nancy Farris	Rene Tabor
Misty Cameron	Jim Clawson
Michelle Hite	Lauren Carroll
Kathy Holt	Joan Stokely
Clay Blazer	Sharon Davis
Scott Tipton	

Members Not Present

Danielle Hoffeditz	Lori Millsaps
Kim Briscoe	Lee Anne Strickland
Rena Greer	

Employees Present

Megan Barnard	Kelly Reed
Amanda White	David Sigler
Curt Amos	Tonya Purkey
Anna Mendoza	Kim Paxton
Vikki Easley	

Guests Present

Janice Collins

Douglas-Cherokee Economic Authority held our Board of Directors' annual meeting on September 14, 2023 at Holston's Restaurant, 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 July 13, 2023 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. Collins made the motion for approval and Mr. Brittain seconded the motion. The motion carried.

Ms. Barnard reported on agency business.

- Riverpark I, Riverpark II, and Meadowcreek (under contract with Compass Ventures, LLC)
- Blount County Project update
- 21<sup>st</sup>/LEAPs contracts refunded (3 and 5 years)
- EPP contract start date 8/1 (waiting on updated contract to allow indirect costs)
- LIHWAP extended to March 31 (asked for \$300,000 to continue program)

Ms. Barnard presented the funding application\*/program update.

- Funding/proposed funding report\*
- State Appropriation letter\*

The Executive Committee did not meet.

The Finance and Audit report was given by David Sigler:

- Financial reports\*
- Vendors \$25,000 or more\*

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

The Governance Committee report was given by Kelly Reed:

- Program Reports\*
- Approval of Policy Council\*
- CAP plan submitted
- Strategic Plan update\*
- Annual Report

The Governance Committee made the motion for approval of the committee report. Mr. Clawson seconded the motion.

Ms. Amanda White, Human Resources Director, presented the Personnel Committee Report:

- The Employee Experience\*
- Honored Retirees/30 Plus Year Employees/Employee of the Year/Rookie of the Year luncheon held
- Insurance Quotes

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

The Nominating Committee did not have a quorum.

- Board Vacancies

- Sevier Low-income
- Monroe Low-income
- Hamblen-Private Sector

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

- Policy Council and DCEA Board Representation
- Annual Public Report
- Program Information Report
- Program Policies and Procedures
- Program Governance
- Self-Assessment, Written Plans & Performance Standards
- School Readiness Plan & Goals

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

Ms. Barnard gave the Executive Director's report.

- Highlights from the Annual Report
- Introduction of DCEA Directors, Managers, and Staff
- The next meeting is November 9, 2023.

The meeting was adjourned.



Roxanne Bowen, Secretary

\*Committees recommended approval to the full Board of Directors