

**Minutes**  
**Douglas-Cherokee Economic Authority, Inc.**  
**Board of Directors**  
**January 11, 2024**

Members Present

Michael Collins	Lauren Carroll
Kim Briscoe	Clent Dunn
Kathy Holt	Wayne Helton
Misty Cameron	Roxanne Bowen
Bettye Carver	Gloria Walker
Joan Stokely	Rene Tabor
Michele Love	Kathy Holt
Sharon Davis	

Members Not Present

Scott Tipton	Lee Anne Strickland
Clay Blazer	Michelle Hite
Bill Brittain	Jerri Bishop
Jim Clawson	Lori Millsaps
Nancy Farris	Maggie McNally

Employees Present

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

Guests Present

Janice Collins

Douglas-Cherokee Economic Authority held a regular Board of Directors' meeting on January 11, 2024 at Douglas-Cherokee in Morristown, TN.

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 9, 2023 meeting. Mr. Collins made the motion for approval and Mr. Helton 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. Ms. Bowen made the motion for approval and Mr. Collins seconded the motion. The motion carried.

Ms. Barnard reported on agency business.

- FY 2023 audit will be reviewed at March 2024 meeting
- THDA late on LIHEAP 2024 Contracts (payments made 12/26)

Ms. Barnard presented the funding application/program update.

- Head Start CLASS review monitoring report\*
- Executive Committee approved updated verbiage to our retention policy
- Eviction Protection Prevention Program start date 1/8/24

The Executive Committee report was given by Ms. Barnard.

- Conflict of Interest and Board Forms/Bylaws-Completed forms needed\*
- Committee Interest-Completed forms needed\*
- LIHEAP funding & transfer of funds\*
- By-Law Review\*

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

The Finance and Audit report was given by David Sigler. The committee did not have a quorum:

- Financial reports\*

The Governance Committee report was given by Kelly Reed. The committee did not have a quorum:

- Program reports\*
- Board meeting schedule and calendar\*
- Board orientation training\*
- Community Needs Assessment\*
- National Performance Indicators (NPI) review\*

Ms. Tabor asked for a motion for approval of the committee report. Mr. Collins made the motion for approval and Ms. Stokely seconded the motion. The motion carried.

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

- Director's report
- Eligibility training
- Performance Standards training
- Grant preparations
- Blount Facility budget revision

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

Ms. Barnard gave the Nominating Committee Report.

- Current vacancy to fill
  - Grainger County Elected Official-Donna Shelton, Property Assessor
- Other Vacancies
  - Monroe County, Representative of Low-Income
  - Sevier County, Representative of Low-Income (vacated by Danielle Hoffedietz)

The nominating committee made a motion to approve, and Mr. Helton seconded the motion. The motion carried.

The Personnel Committee did not meet.

Ms. Barnard gave the Executive Director's report.

- Mock FA2 Review
- Program updates
- The next meeting is March 14, 2024.

Mr. Collins made a motion to adjourn the meeting. Mr. Helton seconded the motion. The meeting was adjourned.

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Roxanne Bowen, Secretary

\*Committees recommended approval to the full Board of Directors