

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
May 9, 2024

Members Present

Michael Collins	Jerri Bishop
Donna Shelton	Roxanne Bowen
Wayne Helton	Nancy Farris
Misty Cameron	Gloria Walker
Rene Tabor	Scott Tipton
Clent Dunn	Michelle Love
Bettye Carver	Kim Briscoe

Members Not Present

Bill Brittain	Sharon Davis
Clay Blazer	Lauren Carroll
Michelle Hite	Jim Clawson
Lori Millsaps	Maggie McNally
Joan Stokely	LeeAnne Strickland
Kathy Holt	

Employees Present

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

Guests Present

Janice Collins

Douglas-Cherokee Economic Authority held a Board of Directors' meeting on May 9, 2024 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 March 14, 2024 meeting. Mr. Collins made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

Ms. Moore 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. Farris seconded the motion. The motion carried.

Ms. Barnard reported on agency business.

- State of TN approval to solicit funds for Charitable Purposes
- SAM approval
- Updated Service Directory*
- Community Action Month Outreach Yard Sale, May 17th
- CSBG Desk Review*
- LIHEAP Program Audit 2023*
- LIHEAP Internal Audit 2020-2023*
- LEAPs Review*
- HS FA 2 Review
- EOC Evaluation

Ms. Barnard presented the funding application update.

- Current and proposed funding report sent out prior to meeting*
- Rewriting for SRAE adding Grainger County
- Family Advocacy Unit Diaper grant starts 4/15

The Executive Committee did not meet.

The Finance and Audit report was given by Haley Moore. The committee did not have a quorum.

- Revised Agency Total Budget & Revised Agency Operating Budget*
- TCRS Rate *
- Indirect Cost Rate Extension

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

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

- Program reports*
- Client Satisfaction Survey Results*
- Community Action Plan Update*
- Strategic Plan*

Ms. Tabor asked for approval of the governance report. Mr. Tipton made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

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

- Director's report

- Cost of Living approval
- Potential classroom schedule changes for next school year
- CACFP application approval

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

Ms. Barnard presented the Nominating Committee report:

- Consideration for Board Openings
 - 2 vacancies (1 Sevier, 1 Monroe)

Ms. White gave the Personnel Committee report:

- Cost of Living Adjustment* (if funding available in each program)
- Executive Director's Annual Review and Compensation
- Change of operating hours request

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

Ms. Barnard gave the Executive Director's report.

- Program Reviews
- Community Outreach Event/Yard Sale
- Emergency Preparedness Plan
- Next meeting July 11th

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



Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors