

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
September 11, 2025

Members Present

Wayne Helton	Chris Cutshaw
Nancy Farris	Bettye Carver
Rene Tabor	Roxanne Bowen
Donna Shelton	Lee Anne Strickland
Sharon Davis	Jim Clawson
Kathy Holt	Misty Cameron
Joan Stokely	Stacie DeFrees

Members Not Present

Michelle Love	Lauren Carroll
Michelle Hite	Maggie McNally
Clay Blazer	Kim Briscoe
Michael Collins	Gloria Walker

Employees Present

Megan Barnard	Kelly Reed
Haley Moore	Amanda White
Curt Amos	David Alvis
David Sigler	Anna Mendoza
Tonya Purkey	

Douglas-Cherokee Economic Authority held our Board of Directors' Annual Meeting on September 11, 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 July 10, 2025 meeting. Ms. Carver 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. Mr. Cutshaw made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

Ms. Barnard reported on agency business.

- CSBG Monitoring Review*
- Proposed LIHEAP start date 11/1 (not October this year)

Ms. Barnard presented the funding application update.

- See funding/proposed funding report*
- State Appropriation Agreement*
- CACFP application submitted 7/31
- TRIOs operating on no cost extension through 9/30/25

The Executive Committee did not meet.

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

- Financial Reports*
- Have not received final indirect cost agreement
- CD Renewal
- Bank Authorized Signer Change (all other signers remain the same, removing Misty Carter and adding Haley Moore)
- Financial Policies and Procedures updates/COI changes*

Ms. Tabor asked for approval of the Finance and Audit Committee report. Mr. Cutshaw made the motion for approval and Ms. Stokely seconded the motion. The motion carried.

The Governance Committee report was given by Ms. Reed.

- Program reports*
- CAP Plan Submitted 8/1
- Annual Report*
- Approval of Policy Council

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

Ms. White gave the Personnel Committee report. The committee did not have a quorum.

- Honored Retirees/Employee of the Year/Rookie of the Year
 - Beth Preece, Employee of the Year (Affordable Housing)
 - Janie Flynn, Runner-up (Head Start)
 - Linda Christian, Rookie of the Year (Head Start)
- Handbook Changes
- Insurance Changes

Ms. Tabor asked for approval of the Personnel Committee report. Ms. Carver made the motion for approval. Ms. Davis seconded the motion. The motion carried.

Ms. Barnard presented the Nominating Committee report. The Nominating Committee did not meet.

- Board Vacancies
 - Sevier Low-Income (Nominee, Aaron Foster)
 - Cocke Low-Income (Nominee, Jennifer Jones, PC Chair)
 - Monroe Low-Income
 - Monroe Private

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

Mr. Curt Amos, Head Start Program 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
- Laura J Kress Angel Tree

The Head Start Committee made the motion for approval of the committee report. Mr. Helton 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
- Special Recognition
- Next Meeting November 13th

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



Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors