

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
May 11, 2023

Members Present

Michael Collins	Jim Clawson
Wayne Helton	Lauren Carroll
Teandria DeMoss	Clay Blazer
Misty Cameron	Clent Dunn
Bettye Carver	Rene Tabor
Scott Tipton	Roxanne Bowen
Lee Anne Strickland	Joan Stokely

Members Not Present

Bill Brittain	Rena Greer
Danielle Hoffeditz	Jerri Bishop
David Woody	Kim Briscoe
Lori Millsaps	Michelle Hite
Nancy Farris	Sharon Davis

Employees Present

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

Guests Present

Janice Collins	Dennis Oxendine
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Douglas-Cherokee Economic Authority held a Board of Directors' meeting on May 11, 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 March 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 Ms. Carroll seconded the motion. The motion carried.

Ms. Barnard reported on agency business.

- CSBG desk review completed with no findings.

- State of TN approval to solicit funds for Charitable Purposes
- Updated Service Directory available
- Community Action Month held in May

Ms. Barnard presented the funding application update.

- Current and proposed funding report sent out prior to meeting
- LIHEAP 23 Contract \$3,020,486
- Eviction Prevention Protection \$737,373
- 21st Century and LEAPs grants submitted 4/14/23
- Head Start Carryforward Approval \$206,438

The Executive Committee did not meet.

The Finance and Audit report was given by David Sigler:

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

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

The Governance Committee report was given by Megan Barnard:

- Program Reports
- Client Satisfaction Survey Results
- Community Action Plan Update

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

- Director's report
- Updates
 - Blount County facility
 - Reduction in enrollment *
 - 2 Classrooms closing
- CACFP Application*
- Budget Revision/Carryforward*

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

The Nominating Committee is searching for three board members:

- Jefferson Private Sector
- Monroe Low-Income
- Sevier (Elected-Representative)

Ms. White presented the Personnel Committee report:

- Cost of Living Adjustment 5.6% (if funding available in each program)
- Executive Director's Annual Review
- Executive Director's Compensation

Ms. Tabor asked for the approval of the personnel committee report. Mr. Collins made the motion for approval. Mr. Tipton seconded the motion. The motion carried.

Ms. Barnard gave the Executive Director's report.

- Program Updates
- Annual Board Meeting to be held in September
- The next meeting is July 13, 2023.

The meeting was adjourned.

Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors