

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
July 13, 2023

Members Present

Michael Collins	Bettye Carver
Kim Briscoe	Wayne Helton
Roxanne Bowen	Lauren Carroll
Clent Dunn	Nancy Farris
Rena Greer	Rene Tabor
Scott Tipton	

Members Not Present

Bill Brittain	Jim Clawson
Danielle Hoffeditz	Jerri Bishop
Kim Briscoe	Lee Anne Strickland
Lori Millsaps	Michelle Hite
Sharon Davis	Teiandria DeMoss
Clay Blazer	Misty Cameron
Joan Stokely	

Employees Present

Megan Barnard	Kelly Reed
Haley Moore	Kim Paxton
Curt Amos	Tonya Purkey

Guests Present

Janice Collins	Gloria Walker
Kathy Holt	

Douglas-Cherokee Economic Authority held a Board of Directors' meeting on July 13, 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 May 11, 2023 meeting. Mr. Collins made the motion for approval and Ms. Bowen 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 Mr. Tipton seconded the motion. The motion carried.

Ms. Barnard reported on agency business.

- EPP start date 8/15
- Received notification for Focus Area 2 Head Start Review in FY 24
- Employee of the Year luncheon 8/18
- Annual Meeting 9/14 at Holston's Kitchen 12:00

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

- ETHRA funding 7/1/23-6/30/24*
- Families First Community Grant Application
- 3-year Community Action Plan due 8/25
- 21st Century HAM and LEAPs, applied 4/14, no notification of refunding yet from state
- NOA Head Start/EHS (includes COLA/Quality Improvement/Slot Reduction)
 - Slot reduction approved from 892 to 818 (76 slots)
 - Approved and awarded COLA of 5.6%
 - Approved and awarded Quality Improvement funds
 - Approved Ray's to go from full year to part year

The Executive Committee did not meet.

The Finance and Audit report was given by Haley Moore:

- Agency Operating Budget/Admin 2024*
- Agency Total Budget FY2024*
- Use of Agency Funds*
- Indirect Cost Rate*
- Moving CD from Home Trust to AJ Bank

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

The Governance Committee report was given by Kelly Reed:

- Program Reports*

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

- Director's report
- Laura J. Kress Angel Tree Grant

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

The Nominating Committee did not have a quorum. Recommendations were taken to full board.

- Gloria Walker, Jefferson County Private Sector
- Kathy Holt, Cocke County Representative of Low-Income

- Move Wayne Helton to Elected Official for Sevier County

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

Ms. Barnard presented the Personnel Committee report:

- Handbook Update*

The Personnel Committee made the motion for approval of the committee report. Mr. Tipton seconded the motion. The motion carried.

Ms. Barnard gave the Executive Director's report.

- Program Updates
- The next meeting is September 14, 2023.

The meeting was adjourned.

Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors