

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
November 9, 2023

Members Present

Michael Collins	Jerri Bishop
Bettye Carver	Misty Cameron
Clent Dunn	Wayne Helton
Lauren Carroll	Roxanne Bowen
Kim Briscoe	Gloria Walker
Jim Clawson	Nancy Farris
Rena Greer	Kathy Holt
Bill Brittain	Lee Anne Strickland
Clay Blazer	Scott Tipton

Members Not Present

Joan Stokely	Lori Millsaps
Rene Tabor	Michelle Hite

Employees Present

Megan Barnard	Kelly Reed
Amanda White	David Sigler
Curt Amos	

Guests Present

Janice Collins	Michelle Love
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Douglas-Cherokee Economic Authority held a regular Board of Directors' meeting on November 9, 2023 at Douglas-Cherokee in Morristown, TN.

Megan Barnard, Executive Director, called the meeting to order and verified a quorum present.

Ms. Barnard asked for approval of the minutes from the September 14, 2023 meeting. Mr. Collins made the motion for approval and Mr. Brittain seconded the motion. The motion carried.

Mr. Sigler presented the Financial Reports. The board received the financial reports prior to the meeting. Ms. Barnard asked for approval of the financial report. Ms. Bowen made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Barnard reported on agency business.

- CACFP application accepted
- Head Start CLASS Monitoring 10/31-11/3; 31 classrooms chosen
- Focus Area 2 (no notification received)
- Community Action Plan accepted by State
- Riverpark I, Riverpark II, Meadowcreek sold to Compass Ventures 9/29 (\$859,000 net profit)
- Auditors will be at the Agency the week of November 13th

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

- Funding/proposed funding report*
- \$100,000 Supplies Assistance Grant for pregnant mothers being written*
- Mobility Case Management Grant funded; approximately \$1.2 million over 2 years
 - i. Start date May 2024/8 full-time jobs

The Executive Committee did not meet.

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

- Financial reports*
- Donation of buses less than \$5,000 FMV

Ms. Barnard asked for approval of the finance and audit report. Mr. Brittain made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

The Governance Committee report was given by Kelly Reed:

- Program Reports*
- Approval of Board for Rental Management Owner Corporations*
- January Meeting date approval 1/11/24

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

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

- Carryover request submitted 10/30
- Low-cost extension-Blount project
- CLASS review update
- Focus Area 2 in FY24
- Blount Facility update

- Angel Tree Grant awarded-\$10k
- TDHS Grants (for supplies, equipment, consultants, and coaches)
 - Support & Enhancement Grant: \$4,000 (\$5,000 in distressed counties)
 - Supplemental Safety Grant: up to \$4,000 for safety-related items

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

Ms. Barnard gave the Nominating Committee Report.

- Board roster-proposed members*
Slots up for election
 - Potential new member, Michelle Love-Hamblen Representative of Low-income
 - Potential new member, Maggie McNally, Sevier Representative of Low-income
 - Returning member, Misty Cameron-Grainger Representative of Low-income
 - Returning member, LeeAnne Strickland-Monroe Representative of Low-income
 - Returning member, Clay Blazer-Cocke, Other Public
 - Returning member, Gloria Walker-Jefferson, Private
 - Returning member, Michelle Hite-Sevier, Private
 - Returning member, Jim Clawson, Public
 - Moving Roxanne Bowen to Private Sector
- Election of officers
 - Rene Tabor-Chair
 - Michael Collins- Vice-Chair
 - Roxanne Bowen-Secretary
- Vacant Positions
 - Monroe County-Low-income Representative
 - Grainger County-Other Public (Vacated by Rena Greer)

Ms. Amanda White, Human Resources Director, presented the Personnel Committee Report:

- Employee Benefit Update

Ms. Barnard gave the Executive Director's report.

- Closing out fiscal year end
- Program updates
- The next meeting is January 11, 2024.

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



Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors