

**Minutes**  
**Douglas-Cherokee Economic Authority, Inc.**  
**Board of Directors**  
**January 14, 2016**

Members Present

Mike Collins	Charlotte Tweed
Trish Best	Roy Inman Jr.
Joe Burns	Donna Stansberry
Pam Lowe	Wayne Helton
Eduardo Villa	Bill Brittain
Bettye Carver	Buster Norton
Roxanne Bowen	Jim Clawson
Barbara Mason	Ann Montgomery
Scott Tipton	Elaine Smith
Rebecca Trosclair	Rene Tabor

Members Not Present

Linda Branam	Jan Brockwell
Conlie Rasnake	Lane Wolfenbarger
Nancy Farris	Sherrie Patterson
Terry Wolfe	

Douglas-Cherokee Economic Authority held a Board of Directors' Meeting on January 14, 2016 at the Central Office.

Ms. Tabor called the meeting to order and asked for approval of the minutes from the November 10, 2015 meeting. Ms. Stansberry made the motion for approval and Ms. Mason seconded the motion. The motion carried.

Ms. Tabor welcomed new members Rebecca Trosclair and Trish Best to the meeting.

Ms. Luker presented the Financial Reports and Agency Business. She informed the Board of the Agency's expenditure level at \$16 million. She also summarized the balance sheets, budget and expenditure report and the credit card expenditure report. She informed the Board of the Orientation Meetings scheduled in each county for February. She also notified the Board of the results from the TN Department of Health monitoring of the Abstinence Education Program. The monitoring had no findings. She also stated the THDA Internal Audit determined no findings of LIHEAP files from 9/30/13-9/29/15. Ms. Luker included a letter from Dun & Bradstreet declaring Douglas-Cherokee has low level delinquencies in her report. Finally, she submitted the advisory council members for the Monroe County Abstinence Education Program for approval. Ms. Tabor asked for approval of the Financial Reports and Agency Business. Mr. Collins made the motion of approval and Ms. Mason seconded the motion. The motion carried.

Ms. Luker presented the Funding Application and Program Updates report. She clarified that the Responsible Fatherhood re-funding is not similar to Head Start re-funding. The Responsible Fatherhood Program created a brand new program. The Agency did not really meet the guidelines since they were indicative of more urban areas. The Agency not being re-funded had nothing to do with the performance of our previous Responsible Fatherhood Program. She informed the Board of the Talent Search proposal currently being written. The Talent Search Program has some major changes coming in the new program. The EOC funding proposal will be coming soon. The Agency submitted a proposal for the WIOA Program which will include 10 counties. Ms. Luker has made a presentation to the Youth Council concerning this grant proposal. No action was needed for this report.

The Executive Committee reviewed and recommended full approval of the Board Application, Committee Interest Forms and the Authorization to Sign Documents Policy. The committee received a copy of the current Executive Director Position description to review for any changes. Ms. Tabor asked for approval of the Executive Committee report. Mr. Helton made the motion for approval and Ms. Mason seconded the motion. The motion carried.

The Finance/Audit Committee reviewed the Code of Conduct/Disclosure Forms as they pertain to Boards/Councils and the Board Manual revision governing Code of Conduct/Disclosure. The Committee recommended approval. The Committee also recommended the changes to the Accounting Policies and Procedures and the Risk Management Plan. Ms. Tabor asked for approval of these recommendations. Mr. Brittain made the motion of approval and Ms. Bowen seconded the motion. The motion carried.

The Finance/Audit Committee also reviewed and discussed the Solar Home Guidelines. Ms. Luker informed the Board she has contacted the local Homeless Coalition. The coalition is currently vetting a disabled veteran who is interested in moving into the Solar Home. The committee recommended a Rent to Own Agreement:

- 30% of the tenant's income will go towards the monthly payment.
- The Agreement will be over a period of 12 years. There will be no pre-payment penalty.
- A pet less than 30 pounds will be permitted unless a larger animal is medically prescribed.
- DCEA will be responsible for structural repairs that if left unrepaired could cause damage to the structure.
- The contract will allow the right for DCEA to enter and inspect.
- The payments will be forfeited if the tenant moves out.
- DCEA will maintain property insurance and taxes, the tenant will provide personal property insurance.

Ms. Tabor asked for approval of the recommended Solar Home Guidelines. Mr. Brittain made the motion for approval and Ms. Montgomery seconded the motion. The motion carried.

The Governance Committee reviewed and recommended acceptance of the NPIs including the individual County pages. They also reviewed the Program Board Reports. Ms. Tabor requested approval of the Governance Committee Report. Mr. Inman made the motion of approval and Mr. Brittain seconded the motion. The motion carried.

Ms. Kay Hale presented the Head Start Committee report. The Committee discussed:

- HS Grant Application
- Selection Criteria
- Slot Allocation
- Recruitment, Selection, Enrollment Policies & Procedures
- Program Options
- Proposed Slot Reduction
  1. Reduce all classes to 17 except for Partner Sites.
  2. Reduce three classrooms and then reduce several classrooms to 17.
  3. Reduce to 15 in a Blount County classroom and a Cocke County classroom and eliminate 2<sup>nd</sup> classroom at Wearwood.
- Goals
- Written Plans
- Budget Preparation

Ms. Hale also provided Eligibility Training to the Board Members. Ms. Tabor asked for approval of the Head Start Committee Report. Ms. Mason made the motion of approval and Ms. Bowen seconded the motion. The motion carried.

Ms. Luker presented the Nominating Committee report. County meeting of low-income were held in Cocke and Monroe Counties. Charlotte Tweed and Patricia “Trish” Best were elected to represent the low-income on the Board. Head Start Policy Council selected Nancy Farris as a representative of the low-income in a Jefferson County slot. Lane Wolfenbarger and Barbara Mason have agreed to serve another term on the Board. Buster Norton will remain in Sevier County Low-Income Slot until election is held. Ms. Tabor asked for approval of the Nominating Committee Report. Ms. Stansberry made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Stansberry presented Personnel Committee Report. The Committee reviewed the Code of Conduct/Disclosure as the forms related to employees. The Committee recommended approval of the Code of Conduct/Disclosure. The Committee received a copy of the current Executive Director position description to begin reviewing for any needed changes. The committee members will review and email suggested changes to Linda Stewart by February 1, 2016. Ms. Tabor requested approval of the Personnel Committee Report. Ms. Montgomery made the motion for approval and Mr. Brittain seconded the motion. The motion carried.

Ms. Luker presented the Executive Director’s Report. She attended the Community Action Partnership Annual Conference in New Orleans. David Bradley was upbeat concerning funding increases for CSBG and Head Start at the Conference. Ms. Luker also handed out TN Achieves information to the Board.

The next Board of Directors meeting will be held March 10, 2016 at Noon at the Central Office.

There was no further business. The meeting was adjourned.

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Roxanne Bowen, Secretary