

**Minutes**  
**Douglas-Cherokee Economic Authority, Inc.**  
**Board of Directors**  
**November 10, 2016**

Members Present

Conlie Rasnake	Roxanne Bowen
Rene Tabor	Sherrie Patterson
Michael Collins	Ann Montgomery
Charlotte Tweed	Bettye Carver
Jim Clawson	Terry Wolfe
Donna Stansberry	Wayne Helton
Barbara Mason	Eddie Villa
Nancy Farris	

Members Not Present

Linda Branam	Bill Brittain
Jan Brockwell	Buster Norton
Eunice Jones	
Lane Wolfenbarger	Donna Martin
Pam Lowe	Scott Tipton
Rebecca Trosclair	Shannon Wheeler

Douglas-Cherokee Economic Authority held the Board of Directors' Annual Meeting on November 10, 2016 at First Presbyterian Church in Morristown.

Ms. Tabor called the meeting to order and asked for approval of the minutes from the September 8, 2016 meeting. Ms. Mason made the motion for approval and Ms. Stansberry seconded the motion. The motion carried.

Ms. Luker presented the Financial Reports and Agency Business. She summarized the financial reports. She reported on the responses of the Board Evaluations. Ms. Tabor asked for approval of the Financial Reports and Agency Business. Mr. Helton made the motion for approval and Ms. Mason seconded the motion. The motion carried.

Ms. Luker stated the Upward Bound proposals are currently being written by Mary Jones. There was no action required for the report on Funding Applications and Program Updates.

The Executive Committee did not meet.

There were not any members of the Finance/Committee present. Ms. Luker presented the information to the entire Board.

- The Agency requested approval for Jonathan and Nichole Heck to enter into the Lease to Own Agreement for the Solar Home in Bean Station. Nichole is an employee of DCEA.

Ms. Tabor asked for approval of the Finance/Audit Committee report. Mr. Collins made the motion of approval and Mr. Wolfe seconded the motion. The motion carried.

The Governance Committee reviewed:

- Program Reports
- National Performance Indicators
- Annual Report
- Strategic Plan
- Board Documents
- Board Evaluation Responses

Ms. Tabor asked for approval of the Governance Committee report. Ms. Patterson made the motion of approval and Ms. Bowen seconded the motion. The motion carried.

Ms. Kay Hale presented the Head Start Committee report. The Committee discussed the revised performance standards and implementation plan. Ms. Tabor asked for approval of the Head Start report. Ms. Mason made the motion for approval and Ms. Farris seconded the motion. The motion carried.

The Nominating Committee:

- Reviewed the Board Roster noting vacant positions to be filled.
- Recommended recognizing Sherrie Patterson for her service to the Board.
- Recommended Officer slate remain as Rene Tabor- Board Chair, Mike Collins- Board Vice Chair and Roxanne Bowen as Secretary.

Ms. Tabor asked for approval of the Nominating Committee report. Mr. Helton made the motion of approval and Mr. Rasnake seconded the motion. The motion carried.

The Personnel Committee reviewed the employee benefits for 2017. Ms. Tabor asked for approval of the Personnel Committee report. Ms. Stansberry made the motion for approval and Ms. Patterson seconded the motion. The motion carried.

Steve Seifried presented the Affordable Housing Committee report. The committee discussed the mold issues at Old Saybrook, the Woodridge Annex lawsuit and the foundation issues at College Park. The Committee recommended use of funds (estimate \$25,000) on hand as needed for Old Saybrook. Ms. Tabor asked for approval of the Affordable Housing Committee report. Ms. Montgomery made the motion for approval and Ms. Patterson seconded the motion. The motion carried.

Ms. Luker presented the Executive Director's report. She stated the Agency had received approval from Region IV Head Start naming Kay Hale as Executive Director. She also presented the Board with a couple of articles regarding the Presidential election results and the impact on Community Action.

The meeting was adjourned.

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Roxanne Bowen, Secretary