

**Minutes**  
**Douglas-Cherokee Economic Authority, Inc.**  
**Board of Directors**  
**March 12, 2015**

Members Present

|                 |                   |
|-----------------|-------------------|
| Mike Collins    | Conlie Rasnake    |
| Joseph Benthall | Joseph Burns      |
| Charlotte Tweed | Sherrie Patterson |
| Barbara Mason   | Bettye Carver     |
| Scott Tipton    | Ann Montgomery    |
| Pam Lowe        | Jim Clawson       |

Douglas-Cherokee Economic Authority held a Board of Directors' Meeting on March 12, 2015 at the central office in Morristown.

Mr. Collins called the meeting to order and asked for approval of the minutes from the January 8, 2015 meeting. Mr. Tipton made the motion for approval and Ms. Mason seconded the motion. The motion carried.

Ms. Luker presented the Financial Reports/Agency Business. Mr. Collins asked for approval of the Financial/Agency Business report. Ms. Patterson made the motion for approval and Mr. Benthall seconded the motion. The motion carried.

Ms. Luker informed the Board that the Lincoln Ave. location for Senior Nutrition is out for bid. The Cedar Street parking lot site plan has been submitted to the City for approval. Ms. Luker also summarized some of the events the Agency has hosted to celebrate its 50<sup>th</sup> Anniversary.

Ms. Luker presented the Funding Applications/Programs Update. The Agency received a 1 year continuation for the Adult Education Program. The Agency is waiting for the State to release more LIHEAP funds.

Mr. Scott Tipton, Appalachian Electric Cooperative, addressed the Board. He explained the Cooperative's initiative to start a Project Roundup.

Ms. Luker presented the Executive Committee report. The committee recommended approval of the Board committee list. Mr. Collins requested approval of the Executive Committee report. Ms. Montgomery made the motion for approval and Ms. Patterson seconded the motion. The motion carried.

Ms. Luker presented the Finance Committee reported. The committee recommended approval to the Board of Whistleblower Policy and approval of Rodefer Moss to be the Agency's auditing firm for FY15. Mr. Collins requested approval of the Finance

Committee report. Mr. Rasnake made the motion for approval and Ms. Patterson seconded the motion. The motion carried.

Ms. Luker presented the Governance Committee report. The committee recommended approval of the Needs Assessment. The committee also reviewed the Program reports and the Agency's Bylaws. The committee recommended the full Board review the Bylaws at the May 2015 meeting. Mr. Collins asked for approval of the Governance Committee report. Ms. Patterson made the motion for approval and Ms. Mason seconded the motion. The motion carried.

Ms. Kay Hale presented the Head Start Committee report. The Committee recommended approval to the Board of the Head Start grant application, the Community Assessment, Appendix A and the United Way grant for Monroe County. Mr. Collins asked for approval of the Head Start Committee report. Ms. Montgomery made the motion for approval and Ms. Mason seconded the motion. The motion carried.

The Nominating Committee recommended election of Jan Brockwell from Cocker County. Mr. Collins requested approval of this recommendation. Ms. Patterson made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

The Personnel Committee recommended approval of the Whistleblower Policy and the Succession Plan. The committee also recommended approval of giving employees their Birthdays as a paid holiday beginning July 1. Mr. Collins asked for approval of the Personnel Committee report. Ms. Carver made the motion of approval and Ms. Patterson seconded the motion. The motion carried.

The Rental Management Committee did not meet.

There was no further business. The meeting was adjourned.

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Roxanne Bowen, Secretary