

**Minutes**  
**Douglas-Cherokee Economic Authority, Inc.**  
**Board of Directors**  
**May 12, 2016**

Members Present

Buster Norton	Mike Collins
Conlie Rasnake	Charlotte Tweed
Bettye Carver	Roy Inman Jr.
Roxanne Bowen	Elaine Smith
Scott Tipton	Wayne Helton
Pam Lowe	Jan Brockwell
Sherrie Patterson	Eddie Villa
Nancy Farris	Jim Clawson
Barbara Mason	Rene Tabor

Members Not Present

Ann Montgomery	Patricia Best
Bill Brittain	Linda Branam
Joe Burns	Donna Stansberry
Lane Wolfenbarger	Rebecca Trosclair
Terry Wolfe	

Douglas-Cherokee Economic Authority held a Board of Directors' Meeting on May 12, 2016 at the Central Office.

Ms. Tabor called the meeting to order and asked for approval of the minutes from the March 10, 2016 meeting. Ms. Mason made the motion for approval and Mr. Inman seconded the motion. The motion carried.

Ms. Tabor asked Douglas-Cherokee employees to leave the room. Mr. Curtis Morrison from Rodefer Moss presented the 6/30/2015 Audit Report to the Board.

Ms. Tabor asked the employees to return to the meeting Ms. Luker presented the Financial Reports and Agency Business. She pointed out the financial reports which were mailed to members prior to the meeting. The Senior Nutrition kitchen is close to being ready for startup. The parking lot addition plans have been sent to the City of Morristown again for approval. The Agency is in the process of answering questions raised by the City. The Agency purchased the adjoining lot for \$27,500. This lot will be the area in which the runoff from the parking lot addition will flow. Ms. Luker also presented her resignation letter to the Board. Ms. Tabor asked for approval of the Financial Reports and Agency Business. Mr. Inman made the motion of approval and Ms. Mason seconded the motion. The motion carried.

Ms. Luker presented the Funding Application and Program Updates report. Ms. Luker

pointed out the Current and Proposed funding chart.

- The staff for the WIOA Career First Program has been hired and is currently recruiting participants. The program works with basic skill deficient 18-24 year olds.
- The Agency did receive \$770 in matching funds through the TML Property Conservation Grant. These funds were used to supplement the purchase of barrier arm gates for the parking lot of the Senior Nutrition kitchen.
- The Agency received the grant for the TN Reconnect Program. This grant includes \$225,000 and will operate in 9 counties. The program will work with adults who have some college/technical school experience. The program will overlap with EOC in the counties that EOC serves. The TN Reconnect program will help the participants throughout the college process. Douglas-Cherokee is now part of the Smoky Mountain Reconnect Community.
- The EOC grant is up for renewal; the grant application has been submitted.
- The Upward Bound grants are also due for renewal. The applications are currently being written. Along with the two current grants, the Agency will probably also write for a new UB grant.
- The LIHEAP program has funds still available in Sevier County. There is not a waiting list in Sevier, but the other counties do have waiting lists. Susan asked the Board for approval to split the remaining Sevier County funds up, after one more intake period is paid, prorated among the remaining counties to pay their waiting lists.

Ms. Tabor asked for approval of the Funding Application and Program Update Report including the request to move LIHEAP funds. Mr. Rasnake made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Ms. Tabor presented the Executive Committee Report. The committee recommended approval of the purchase of the lot adjacent to the parking lot addition for \$27,500. Ms. Tabor asked for Board approval of this recommendation. Mr. Inman made the motion of approval and Ms. Mason seconded the motion. The committee also appointed the members of the Executive Director Search Committee per the Succession Plan. The committee members are:

- Rene Tabor
- Roxanne Bowen
- Bettye Carver
- Mike Collins
- Ann Mongtomery
- Donna Stansberry
- Conlie Rasnake

Ms. Patterson made a motion to approve this committee and Mr. Helton seconded the motion. The motion carried.

The Finance/Audit Committee reviewed and recommended the full Board adopt the revised Agency Total Budget, the revised Agency Operating Budget, the FY15 Audit and 990. Ms. Tabor asked for approval of the Finance/Audit Committee report. Mr. Inman made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

The Governance Committee reviewed the Program Reports and the Client Surveys. They recommended approval to the full Board. Ms. Tabor asked for approval of the Governance Committee report. Mr. Inman made the motion for approval and Ms. Bowen seconded the motion.

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

- Program Instructions- 1.80% COLA for Head Start employees
- Program Instructions-increase duration/hours of service:. The Agency is going to request Full Day/Full School Year enrollment in at least one classroom in every county served.
- Child Care Food Program- received continuation grant
- Policy Council Bylaws
- CLASS spring observations scores were above national averages
- HS Grant Update- have received word the proposed reduction/enrollment should not be a problem

Ms. Tabor asked for approval of the Head Start Committee report. Ms. Mason made the motion of approval and Mr. Helton seconded the motion. The motion carried.

Ms. Bowen presented Personnel Committee Report. The committee recommended approval of:

- Up to 2% COLA increase for employees. Each program can adjust according to their budgets. The Executive Director will receive the same level.
- Deferred Compensation Plan- move from current plan to TCRS. The Agency will incur fewer administration fees and less legal ramifications.
- Employee Handbook Revision- part- time employees, under the age of 25 have to be included in TCRS if they work more than 120 hours a month.
- Executive Director Performance Evaluation

Ms. Tabor requested approval of the Personnel Committee Report recommendations. Mr. Inman made the motion of approval and Ms. Patterson seconded the motion. The motion carried.

The Affordable Housing Committee discussed Kathy Boatman's retirement and search for new Affordable Housing Director. They also discussed the program name change from Rental Management to the Affordable Housing Program. The Committee also received information concerning a complaint filed against Mill Creek and naming Douglas-Cherokee and Volunteer Housing Development Corporation. There was no action required for this report.

Ms. Luker presented the Executive Director's report. She informed the Board of her upcoming trip regarded ROMA Next Generation. She also thanked the Board for their participation in the food drive held for the Senior Nutrition Program. The Agency held the food drive in conjunction with National Community Action Month. Huggy Heart Coloring sheets that had been colored by Head Start students and students of the Afterschool programs were displayed for the Board to see.

The next Board of Directors meeting will be held July 14, 2016 at Noon at the Central Office.

There was no further business. The meeting was adjourned.

---

Roxanne Bowen, Secretary