

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
May 14, 2015

Members Present

Mike Collins	Joe Benthall
Conlie Rasnake	Roy Inman
Joe Burns	Buster Norton
Charlotte Tweed	Wayne Helton
Roxanne Bowen	Donna Stansberry
Scott Tipton	Barbara Mason
Rene Tabor	Lane Wolfenbarger
Jim Clawson	Nancy Farris
Terry Wolfe	

Members Not Present

Ann Montgomery	Bettye Carver
Bill Brittain	Linda Branam
Jan Brockwell	Melissa Carson
Elaine Smith	Pam Lowe
Sherri Patterson	

Douglas-Cherokee Economic Authority held a Board of Directors' Meeting on May 14, 2015 at the central office in Morristown.

Ms. Tabor called the meeting to order and asked for approval of the minutes from the March 12, 2015 meeting. Ms. Mason made the motion for approval and Mr. Collins seconded the motion. The motion carried.

Ms. Tabor introduced Barry Wright from Rodefer, Moss & Co, PLLC. Ms. Tabor also asked for all DCEA staff to leave the room. Mr. Wright presented the FY14 Audit Report to the Board. Ms. Tabor asked for approval of the audit report. Mr. Rasnake made the motion for approval and Mr. Benthall seconded the motion. The motion carried. Ms. Tabor invited the staff back into the meeting.

Ms. Luker stated the financial reports were mailed to the members. There were no questions concerning the financial reports. Ms. Luker informed the Board that Maria Rangel has resigned her position on the Board. As a result of the recent LIHEAP monitoring, the Agency refunded \$450 to the State. She also informed the Board that the Board Manuals are not ready yet. The Organizational Standards require different information to be included in the manuals. Ms. Tabor asked for approval of the Financial Reports and Agency Business. Mr. Collins made the motion for approval and Ms. Mason seconded the motion. The motion carried.

Ms. Luker presented the Funding Applications/Programs Update. The Adult Education program will not be operated by the Agency after June 30, 2015. The Agency received an additional \$10,000 in funding for the 21st CCLC and LEAPs programs. The LIHEAP program has received \$1,059,000 in additional funds. The Agency in cooperation with WSCC is processing the operating payroll for the Work Experience program. The Education Center has applied for new funds for the TPP program. The Responsible Fatherhood grant proposal is due next month. WSCC is offering an extension of the WIA funding. Currently the contract will end June 30, 2015. There will be a RFP out for the new WIOA grant. Susan requested approval to terminate the contract with WSCC as of June 30, 2015. Ms. Tabor asked for approval of the Workforce, TPP, Responsible Fatherhood and WIA updates. Mr. Collins made the motion for approval and Mr. Wolfe seconded the motion. The motion carried. Ms. Donna Stansberry abstained from the vote.

Ms. Luker presented the Finance Committee report. The committee recommended approval to the Board of Agency Total Budget, Operating Budget, FY14 Audit and the 990. The committee also recommended authorization of spending up to \$160,000 on the Senior Nutrition Kitchen. The committee recommended exploring ways to decrease the cost of the JFG parking lot. Ms. Tabor requested approval of the Finance Committee report. Ms. Bowen made the motion for approval and Mr. Benthall seconded the motion. The motion carried.

Ms. Luker presented the Governance Committee report. The committee reviewed the program reports and recommended the Agency programs use the same format for all the reports. The committee also recommended approval of the Community Action Plan. Ms. Tabor asked for approval of the Governance Committee's report. Mr. Rasnake made the motion for approval and Ms. Stansberry seconded the motion. The motion carried.

Ms. Luker discussed the Bylaws with the Board. The Organizational Standards require an attorney look over the Bylaws. Ms. Luker and the Board discussed removing a clause in the Bylaws that says, "A Board Member has to be off of the Board for a year before applying for a job with Douglas-Cherokee." No other needed changes were noted. Ms. Tabor asked for approval to remove this clause. Mr. Collins made the motion for approval and Mr. Clawson seconded the motion. The motion carried.

Ms. Bowen presented the Personnel Committee report. The committee recommended approval for the Cost of Living increase for FY16 not to exceed 2%. Ms. Tabor asked for approval of the Personnel Committee report. Ms. Stansberry made the motion for approval and Mr. Clawson seconded the motion. The motion carried.

Ms. Kay Hale presented the Head Start Committee report. The Committee recommended approval to the Board of the submittal of the CACFP application. Ms. Hale informed the Board that the HS Program Specialist has scheduled a visit for June 23 and 24. She also reported the End of Year CLASS observations showed the program at an above recompute level and overall well above the national average. Ms. Tabor asked for approval of the Head Start Committee report. Ms. Mason made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

The Rental Management Committee did not meet. Ms. Luker invited the Board to the McElhaney Glen Ribbon Cutting.

The Nominating Committee recommended election of Eddie Villa to fill a representative of low-income slot. He will be invited to the July meeting. The committee also recommended approval of Wayne Helton to the Board. Ms. Tabor requested approval of these recommendations. Mr. Benthall made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

Ms. Luker informed the Board of the ongoing staff training regarding the OMB changes and the Organizational Standards.

Ms. Luker also asked the Board for approval to move around the remaining LIHEAP funds to take care of the clients who are still on waiting lists. Ms. Stansberry made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

There was no further business. The meeting was adjourned.

Roxanne Bowen, Secretary