

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

Members Present

Donna Stansberry	Charlotte Tweed
Barbara Mason	Wayne Helton
Roy Inman	Buster Norton
Mike Collins	Jan Brockwell
Roxanne Bowen	Rene Tabor
Ann Montgomery	Terry Wolfe
Lane Wolfenbarger	Nancy Farris
Sherrie Patterson	Scott Tipton
Bettye Carver	

Members Not Present

Linda Branam	Jim Clawson
Conlie Rasnake	Pam Lowe
Rebecca Trosclair	Eduardo Villa

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

Ms. Tabor called the meeting to order and asked for approval of the minutes from the May 12, 2016 meeting. Ms. Mason made the motion for approval and Mr. Inman seconded the motion. The motion carried.

Ms. Luker presented the Financial Reports and Agency Business. The balance sheet as of 6/30/16, Revenue/Expense Report, Grant Activity Report and the required Head Start financial reports were mailed to the Board. Ms. Luker stated the Head Start requirements for the credit card reports require detailed reports be given to the Board of Directors and Policy Council. The credit card reports given to the Board today were formatted differently. This format shortened the report to two pages. Ms. Luker stated this format would be sufficient if the Board approved the new report. The members agreed to the new format. The credit card report for the September meeting will be the new format. Ms. Tabor asked for approval of the financial reports. Mr. Collins made the motion for approval and Mr. Inman seconded the motion. The motion carried.

Ms. Luker stated the Agency has received a letter from the Office of the Inspector General. The letter stated everything was good with the Agency's FY15 audit report.

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

- The Agency has received letter from Governor Haslam confirming the direct appropriations funding.

- The proposed LIHEAP allocation is close to the range of last year's funds.
- The Food Manager has been hired for the SNP kitchen. It is anticipated the kitchen will begin preparing the meal in mid-August.
- The contract has been signed for the parking lot addition. Construction is expected to begin in three weeks.
- The TN Reconnect program is gearing up. The program will mentor adults who are returning to school.

There was no action required for the report on Funding Applications and Program Updates.

Ms. Bowen presented the Executive Search Committee report. Interviews with potential candidates will be scheduled the first week of August.

The Finance/Audit and Affordable Housing committees met together. Steve Seifried, Director of Affordable Housing, was introduced to the committees. The Finance/Audit committee recommended approval of the Agency Operating Budget FY17, the Agency Total Budget FY17, the list of major transactions for FY16 and authorized to continue giving the Executive Director authority to expend up to \$15,000 of Agency funds for items not covered by grants. The committee will review the Indirect Cost Rate in September. The committee also approved pursuing purchasing the old Department of Human Services building in Rutledge. Ms. Tabor requested approval of the Finance/Audit committee recommended approval items. Ms. Montgomery made the motion for approval and Ms. Mason seconded the motion. The motion carried. Ms. Tabor requested approval of pursuing purchase of the building in Rutledge. Mr. Inman made the motion of approval and Mr. Wolfenbarger seconded the motion. The motion carried.

Both committees discussed the Mill Creek discrimination complaint and summons. The committees recommended a \$5,000 maximum settlement. The committees also recommended authorization the expenditure of the low bid of \$38,000 to replace the windows at Walnut Creek. Ms. Tabor asked for approval of the recommended maximum settlement on the discrimination complaint. After Board discussion, the maximum settlement amount was amended to up to \$10,000. Mr. Inman made the motion for approval and Ms. Patterson seconded the motion. The motion carried. Ms. Tabor asked for approval of the expenditure to replace the windows at Walnut Creek. The funds will be repaid if the complex can afford the expense. Ms. Patterson made the motion of approval and Ms. Bowen seconded the motion.

The Governance Committee reviewed the program reports. They discussed and recommended approval to the full Board of the Community Action Plan including the client grievance process. The committee also reviewed and discussed client surveys results and selected key findings to report to the full Board. The Strategic Plan update will be discussed at the September meeting. Ms. Tabor asked for approval of the Governance Committee report. Ms. Tweed made the motion of approval and Mr. Wolfe seconded the motion. The motion carried.

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

- 2015-2016 Assessment Report- met gains in all domains of learning
- Curriculum
- Self-Assessment/Program Improvement Plan Update- completed all requirements for 1<sup>st</sup> year cycle.
- Health and Safety Update
- Extended Duration Grant information- proposing 1020 classroom hours which will be completed attending 5 days a week. Applied for startup funds for modular classrooms (Blount & Sevier).
- EHS Expansion- applying for 5 classrooms in Blount County. This is a national competitive grant. Mary Jones is writing the application.
- Federal Monitoring for 2016-2017- will not have Federal monitoring this year and next except for possibly CLASS and ERSEA. All Federal Monitoring has been postponed due to the new Performance Standards set to be released in September.
- The slot reduction was approved. Currently there are 964 EHS/HS slots.
- The COLA grant was approved by the Program Specialist. When received, a 1.8% increase will be retroactive to July 1, 2016.

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

The Nominating Committee noted resignations.

- Bill Brittain- Hamblen County, Public
- Elaine Smith- Jefferson County, Private

The Committee also noted verbal resignations from:

- Trish Best- Monroe, Representative of Low-Income
- Joe Burns- Monroe County, Public

The Committee requested staff to work immediately to help fill the slots. It is important to have a full Board to meet the Organizational Standards. Ms. Tabor requested approval of the Nominating Committee report. Mr. Wolfe made the motion of approval and Ms. Mason seconded the motion. The motion carried.

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

- Employee Handbook updates concerning Fair Labor Standards changes.

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

Ms. Luker introduced Steve Seifried as the new Affordable Housing Director. The next Board of Directors meeting will be held September 8, 2016 at Noon at the Central Office. There was no further business. The meeting was adjourned.