

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
July 9, 2015

Members Present

Mike Collins	Buster Norton
Conlie Rasnake	Joe Burns
Bettye Carver	Bill Brittain
Charlotte Tweed	Nancy Farris
Wayne Helton	Donna Stansberry
Elaine Smith	Scott Tipton
Sherrie Patterson	Rene Tabor
Ann Montgomery	Roxanne Bowen
Barbara Mason	Lane Wolfenbarger
Eddie Villa	

Members Not Present

Linda Branam	Jan Brockwell
Melissa Carson	Jim Clawson
Joe Benthall	Pam Lowe
Terry Wolfe	Roy Inman Jr.

Douglas-Cherokee Economic Authority held a Board of Directors' Meeting on July 9, 2015 at the central office in Morristown.

Ms. Tabor called the meeting to order and asked for approval of the minutes from the May 14, 2015 meeting. Ms. Stansberry made the motion for approval and Ms. Mason seconded the motion. The motion carried.

Ms. Luker stated the financial reports were mailed to the members. There were no questions concerning the financial reports. Ms. Tabor asked for approval of the financial reports. Ms. Patterson made the motion for approval and Mr. Rasnake seconded the motion. The motion carried.

Ms. Luker asked for approval of the Volunteer Housing Board Members. Mr. Wolfenbarger made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

Ms. Luker informed the Board that all memberships with the 6 Chambers of Commerce in the Agency's service area have been renewed.

Ms. Luker presented the Funding Applications/Programs Update. The Teen Pregnancy Prevention Program has been re-funded at \$1 million a year for 5 years. The 21st Century Program has also been re-funded. The Responsible Fatherhood proposal has been

submitted. If funded, the grant will be for \$650,000 over 5 years. The Talent Search and EOC proposals will be submitted soon. The State Appropriation grant for FY16 is \$22,050. The Agency has applied for a ConAgra Child Hunger grant. If awarded, the Agency will receive \$40,000 to operate this program. The Agency is operating the WIOA Work Experience in Hamblen County. The Agency has pulled out of Green County with the WIOA program.

Ms. Luker presented the Finance Committee report. The committee reviewed the Agency Operating Budget, the Agency Total Budget and the Major Transactions. The committee recommended approval of \$15,000 of the Agency's funding to be used for miscellaneous purchases and payments not covered by grants. The Committee was informed of the Charitable Solicitations renewal. The lease for the building that houses Central Office ran out in June. The City of Morristown has approached the Agency and is willing to sell the building for \$212,000. The Committee recommended the Agency proceed with negotiations up to a purchase price of \$200,000. The Agency should contact Committee if more funds are required. The Committee also discussed purchasing the lot on Main Street that will back up to the parking lot at JFG. Purchasing the lot will help eliminate drainage damage to another owner's property. The Committee approved the Agency spending up to \$22,500 on the lot without further action from the Committee. The Committee also discussed allowing a disabled veteran to lease/buy the Solar Home. Ms. Tabor asked for approval of the Finance Committee report. Ms. Stansberry made the motion for approval and Ms. Bowen seconded the motion. The motion carried.

Ms. Kay Hale presented the Head Start Committee report. The Committee reviewed the HS Admin Policies, recommended approval to submit the TML Safety Grant, recommended approval of the Creative Curriculum and School Readiness Plan, recommended approval of the Eligibility Training Policy, reviewed the Health and Safety Screener, and completed the Leadership and Oversight Capacity Screener. Ms. Hale and Ms. Luker introduced and discussed the Leadership and Oversight Capacity Screener with the entire Board. Ms. Hale informed the Board the Program Specialist did not make the scheduled visit. Ms. Tabor asked for approval of the Head Start Committee report. Ms. Montgomery made the motion of approval and Ms. Mason seconded the motion. The motion carried.

The Nominating Committee did not meet. However, the Committee did introduce the newest Board Member, Mr. Eddie Villa.

Ms. Stansberry presented the Personnel Committee report. She informed the Board the Committee has completed Ms. Luker's evaluation and recommended Ms. Luker receive the COL adjustment to her current salary. The Committee also recommended approval of the changes to the Employee Handbook regarding ACA, FLSA and COL. Ms. Tabor asked for approval of the Personnel Committee report. Ms. Stansberry made the motion of approval and Ms. Carver seconded the motion. The motion carried.

In the Executive Director's report, Ms. Luker informed the Board of the level of funding the Agency has received from refinancing the Housing complexes. She also brought to

the Board's attention a recent article regarding the Lakeway Regional Teacher Externship Program that the Workforce and Education Partnership and Douglas-Cherokee hosted and congratulated Mayor Brittain for Hamblen County's no finding audit.

There was no further business. The meeting was adjourned.

Roxanne Bowen, Secretary