

**Minutes**  
**Douglas-Cherokee Economic Authority, Inc.**  
**Board of Directors**  
**September 10, 2015**

Members Present

Mike Collins	Charlotte Tweed
Sherrie Patterson	Eddie Villa
Conlie Rasnake	Joseph Benthall
Joe Burns	Wayne Helton
Roy Inman Jr.	Ann Montgomery
Scott Tipton	Jim Clawson
Terry Wolfe	Barbara Mason
Rene Tabor	

Members Not Present

Bettye Carver	Bill Brittain
Linda Branam	Jan Brockwell
Buster Norton	Melissa Carson
Donna Stansberry	Elaine Smith
Lane Wolfenbarger	Nancy Farris
Pam Lowe	Roxanne Bowen

Douglas-Cherokee Economic Authority held a Board of Directors' Meeting on September 10, 2015 at the central office in Morristown.

Ms. Tabor called the meeting to order and asked for approval of the minutes from the July 9, 2015 meeting. Ms. Mason made the motion for approval and Ms. Montgomery seconded the motion. The motion carried.

Ms. Luker stated the financial reports were mailed to the members. She informed the Board that the Responsible Fatherhood/Team Dad program would be ending 9/30/2015 pending grant re-funding. The Agency completed the purchase of the Central Office building for \$180,000. There were no questions concerning the financial reports. Ms. Tabor asked for approval of the financial reports. Mr. Collins made the motion for approval and Mr. Wolfe seconded the motion. The motion carried.

Ms. Luker presented the Funding Applications/Programs Update. She explained the LIHEAP monitoring report detailing the \$400 paid back to THDA and informed the Board the issues have been resolved. She also explained the Agency Program List.

Ms. Luker presented the TPP Advisory Committee list. Ms. Tabor requested approval of the TPP Advisory Committee. Mr. Wolfe made the motion of approval and Mr. Benthall seconded the motion. The motion carried.

The Executive Committee met and reviewed the Board of Directors Committee chart. Ms. Tabor asked for approval of the Executive Committee report. Mr. Collins made the motion for approval and Ms. Montgomery seconded the motion. The motion carried.

The Finance Committee recommended approval of the Agency's Indirect Cost Rate and the changes to the Purchasing policies. The Committee also recommended the Purchasing Policy revision be incorporated into the Accounting Policy and Procedures Handbook. The committee was updated on the parking lot addition. Ms. Tabor asked for approval of the Finance Committee report. Mr. Inman made the motion of approval and Mr. Benthall seconded the motion. The motion carried.

The Governance Committee reviewed the Program Reports. The Committee also reviewed the Customer Satisfaction Survey results. They recommend approval of the results to the full Board. The Organizational Standards require review of the Agency's Bylaws by an attorney. Lauren Carroll has reviewed the Bylaws. She suggested modifying a statement regarding Board Members who miss 3 meetings to stating the member can be removed with a majority vote. She also suggested the section pertaining to the Executive Director be an entire section. The Committee also reviewed the Needs Assessments Results. The Committee suggested a Board discussion. The Needs Assessment results will be used to determine the Agency's Priorities. These Priorities will be used for the Strategic Plan. In the areas the Agency cannot assist with, cooperation with other Agencies will be used for referrals. Ms. Tabor asked for approval of the entire Governance Committee report. Ms. Mason made the motion for approval and Mr. Inman seconded the motion. The motion carried. Ms. Tabor requested approval of the Bylaw revisions. Mr. Wolfe made the motion for approval Ms. Patterson seconded the motion. The motion carried. Ms. Tabor asked for approval of the Needs Assessment Priorities. Ms. Patterson made the motion for approval and Ms. Montgomery seconded the motion. The motion carried.

Ms. Luker updated the Board on the Ready to Work Program in Monroe County. This program will work with at-risk High School students. The program hopes to offer industry tours, part-time work, job mentors and soft skills curriculum to these students.

Ms. Kay Hale presented the Head Start Committee report. The Committee discussed the HS/EHS Program Information Snapshot, the Child Assessment data, Personnel Activity Reports and the Health and Safety Screener Results Report. The committee reviewed and recommended approval of the Board & Policy Council Training Plan, the Annual Public Report, the Updated Policies & Continuing Policies, Slot Allocation and Bus Route Changes, and the 2015-2016 Policy Council Members. Ms. Tabor asked for approval of the Head Start Committee report. Ms. Patterson made the motion of approval and Mr. Benthall seconded the motion. The motion carried.

The Nominating Committee did not meet.

The Personnel Committee reviewed revisions to Annual Leave pertaining to employees whose work sites are in schools, payment method (all employees are now paid through direct deposit) and employment applications. Ms. Tabor requested approval of the

Personnel Committee report. Ms. Mason made the motion of approval and Mr. Inman seconded the motion. The motion carried.

In the Executive Director's report, Ms. Luker invited the Board Members to the TACA Conference in Knoxville. She also announced the Annual Meeting will be held on November 10<sup>th</sup>. She informed the Board of the DCEA Tshirt order.

There was no further business. The meeting was adjourned.

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Roxanne Bowen, Secretary