

**Minutes**  
**Douglas-Cherokee Economic Authority, Inc.**  
**Board of Directors**  
**November 9, 2021**

Members Present

Michael Collins	Bill Brittain
Linda Roberts	Roxanne Bowen
Bettye Carver	Sara Toner
Rene Tabor	Wayne Helton
Veronica Galvan	Scott Tipton
Mike Byrd	

Members Not Present

Terry Acuff	Ann Montgomery
Lauren Carroll	Jim Clawson
Rene Greer	Lori Millsaps
Nancy Farris	Conlie Rasnake
Marty Temple	Shannon Wheeler

Douglas-Cherokee Economic Authority, Inc. held a regular Board of Directors meeting on November 9, 2021 at the Rose Center in Morristown.

Rene Tabor, Board Chair, called the meeting to order. Sarah Childress confirmed a quorum was present.

Ms. Tabor asked for approval of the minutes from the 9/9/2021 meeting. Mr. Collins made the motion for approval and Mr. Helton seconded the motion. The motion carried.

David Sigler presented the financial reports. Ms. Tabor asked for approval. Mr. Helton made the motion for approval and Mr. Brittain seconded the motion. The motion carried.

Ms. Barnard reported on the agency business.

- Head Start's Focus Area 1 monitoring went really well.
- The Annual Audit is being prepared. The report will be presented to the Board in March.
- A TOSHA complaint was filed against a Head Start employee who answered the door while not wearing a mask. After the investigation, it was determined the employee had been eating breakfast with the children right before answering the door.
- LIHWAP program will begin in January.
- Gateway Village in Sevierville is under contract to sell for \$1 million.

Ms. Barnard continued to program updates and monitoring.

- Full-Service Community Schools grant application is being written for Northwest Elementary and Edgemont Elementary in Cocke County. Centerview and Cosby Elementaries may also be added if funding ceiling increases.
- Head Start has applied for the Laura Kress Angel Tree grant again this year.
- Upward Bound is considering writing a grant application to serve Morristown Hamblen East High here in Hamblen County.

The Executive Committee discussed/reviewed

- Conflict of Interest and Board Forms
- Upward Bound III grant application approval
- Service area change for Educational Opportunity Center- Changing from Monroe County to Hawkins County.

The committee made a motion for approval of the UB III application and the Conflict of Interest and Board forms. Ms. Tabor asked for a second. Ms. Carver seconded the motion. The motion carried.

The committee made a motion for approval of the service area change for EOC. Ms. Tabor asked for a second. Mr. Brittain second the motion. The motion carried.

For the Finance and Audit Committee, the following items were reviewed:

- Discussed program reports.
- Reviewed large purchases/large purchase orders.

The committee made the motion for approval of the large purchases/purchase orders. Ms. Tabor asked for a second. Mr. Brittain seconded the motion. The motion carried.

The Governance Committee did not have anyone present. The following items were discussed/reviewed with the entire Board.

- Program Reports
- Board Evaluations-Members were instructed to complete the evaluations and leave on the tables.
- SRAE-Afterschool Advisory Council
- National Performance Indicators Draft
- Rental Management Owner Corporation Board
- January Meeting Date

Ms. Tabor asked for approval of the Board Evaluation form, the SRAE/Afterschool Community Advisory Council, the Rental Management Owner Corporations Board, and the approval of the January 13, 2022 meeting date. Ms. Bowen made the motion for approval and Mr. Helton seconded the motion. The motion carried.

Mr. Curt Amos, Head Start Program Director, presented the Head Start Committee Report. The report included the following action items:

- Admin. 1.2 Behavior/Mental Health Referrals
- Admin. 1.3 Classroom Management and Behavior Guidance Techniques
- Education 3.11 Transition
- Education 3.14 Playground Safety and Supervision Plan

The committee did not have enough members present. The action items were presented to the entire Board. Ms. Tabor asked for approval. Ms. Bowen made the motion for approval and Mr. Tipton seconded the motion. The motion carried.

The Nominating Committee did not have anyone present. The following items were reviewed/discussed with the entire Board.

- Board Roster- proposed members
- Board Roster explanation
- New Board Members Bios
- Election of Officers- Rene Tabor- Chair, Michael Collins-Vice Chair, and Roxanne Bowen-Secretary

Ms. Tabor asked for approval of the Nominating Committee items. Ms. Carver made the motion for approval and Mr. Helton seconded the motion. The motion carried.

The Personnel Committee reviewed:

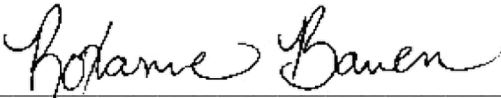
- Employee Benefits Information-no significant increase on health insurance
- Vaccine Mandates- monitoring OSHA and Office of Head Start guidelines
- TOSHA Complaint

The Personnel Committee did not have any items which required action.

Ms. Megan Barnard presented the Executive Director's report:

- Thanked Head Start staff, Rene Tabor and Sara Toner for their help with the with the HS Focus Area 1 monitoring.
- The Agency has seen a decline in employees' COVID cases.
- Mary Jones is currently writing the grant application for Upward Bound I & II. David Alvis is writing the Upward Bound III grant application.
- The Agency has received \$6.8 million in LIHEAP funds. The benefit to clients has increased to \$600, \$800, or \$1000 depending on their poverty level.
- The new LIHWAP program will bring an estimated \$1.5 million in funds to the Agency.
- The Agency needs volunteers to deliver meals for the Senior Nutrition Program. Volunteers have to be fingerprinted. DCEA will pay for the fingerprinting and reimburse the driver's mileage.

The next meeting will be January 13, 2022 hopefully back at the DCEA office. Meeting adjourned.

  
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Roxanne Bowen, Secretary