

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
September 12, 2024

Members Present

Michael Collins	Wayne Helton
Nancy Farris	Lauren Carroll
Rene Tabor	Roxanne Bowen
Donna Shelton	Lee Anne Strickland
Jerri Bishop	Sharon Davis
Kathy Holt	Misty Cameron
Clay Blazer	

Members Not Present

Bill Brittain	Michelle Love
Michelle Hite	Maggie McNally
Lori Millsaps	Jim Clawson
Bettye Carver	Gloria Walker
Kim Briscoe	Joan Stokely

Employees Present

Megan Barnard	Kelly Reed
Haley Moore	Amanda White
Curt Amos	Kim Paxton
David Sigler	Anna Mendoza
David Alvis	

Guests Present

Janice Collins

Douglas-Cherokee Economic Authority held our Board of Directors' Annual Meeting on September 12, 2024 at the main office, located at 534 E. 1st North St., Morristown.

Rene Tabor, Board Chair called the meeting to order and verified a quorum present.

Ms. Tabor asked for approval of the minutes from the July 11, 2024 meeting. Mr. Collins made the motion for approval and Ms. Farris seconded the motion. The motion carried.

Mr. Sigler presented the Financial Reports. The board received the financial reports prior to the meeting. Ms. Tabor asked for approval of the financial report. Mr. Helton made the motion for approval and Mr. Collins seconded the motion. The motion carried.

Ms. Barnard reported on agency business.

- LIHEAP Programmatic Review*--no findings
- Agency Wide Fall Festival 9/26--Cherokee Park, Morristown

Ms. Barnard presented the funding application update.

- See funding/proposed funding report*
- State Appropriation Agreement*
- Diaper Grant Training/Signed Certification

The Executive Committee report was given by Ms. Barnard.

- Approval of Policy Council

The Executive Committee made a motion for approval of the committee report. Mr. Helton seconded the motion. The motion carried.

The Finance and Audit report was given by Mr. Sigler The committee did not have a quorum.

- Financial Reports*
- Final Indirect Cost Rate *
- Bank Authorized Signer Change (all other signers remain the same, removing Betty Riddle and adding Misty Carter)

Ms. Tabor asked for approval of the finance and audit report. Ms. Carroll made the motion for approval and Ms. Farris seconded the motion. The motion carried.

The Governance Committee report was given by Ms. Reed.

- Program reports*
- CAP Plan Submitted 8/2
- Annual Report*

Ms. White gave the Personnel Committee report:

- Honored Retirees/Employee of the Year/Rookie of the Year

Ms. Barnard presented the Nominating Committee report:

- Board Vacancies
 - Sevier Low-Income
 - Monroe Low-Income
- Potential New Member-Tracy Jett, Jefferson Low-Income

Ms. Tabor asked for approval of Nominating Committee report. Mr. Collins made the motion for approval and Ms. Bishop seconded the motion. The motion carried.

Mr. Curt Amos, Head Start Program Director, presented the Head Start Committee Report:

- Policy Council and DCEA Board Representation
- Annual Public Report
- Program Information Report
- Program Policies and Procedures
- Program Governance
- Self-Assessment, Written Plans & Performance Standards
- School Readiness Plan & Goals

The Head Start Committee made the motion for approval of the committee report. Mr. Helton seconded the motion. The motion carried

Ms. Barnard gave the Executive Director's report.

- Highlights from the Annual Report
- Introduction of DCEA Directors, Managers, and Staff
- Special Award/Appreciation
- Next Meeting 11/14

Ms. Tabor asked for a motion to adjourn the meeting. Mr. Helton made the motion. Mr. Collins seconded the motion. The meeting was adjourned.

Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors