

Minutes
Douglas-Cherokee Economic Authority, Inc.
Board of Directors
July 11, 2024

Members Present

Michael Collins	Jerri Bishop
Kathy Holt	Nancy Farris
Bettye Carver	Rene Tabor
Misty Cameron	Wayne Helton
Kim Briscoe	Roxanne Bowen
Jim Clawson	Joanie Stokely
Scott Tipton	Gloria Walker
Michele Love	

Members Not Present

Bill Brittain	Sharon Davis
Clay Blazer	Lauren Carroll
Michelle Hite	Maggie McNally
Lori Millsaps	Donna Shelton
LeeAnne Strickland	

Employees Present

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

Guests Present

Janice Collins

Douglas-Cherokee Economic Authority held a Board of Directors' meeting on July 11, 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 May 9, 2024 meeting. Mr. Collins made the motion for approval and Mr. Helton 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. Ms. Bishop made the motion for approval and Ms. Stokely seconded the motion. The motion carried.

Ms. Barnard reported on agency business.

- Families First Start Date 7/1/24
- Received Focus Area 2 monitoring report*
- Employee of the Year luncheon 8/22/24
- Annual Meeting 9/12/24 catered by Jersey Girl at our DCEA Main Office
- Open House Maryville Head Start 7/26/24 10:00-12:00

Ms. Barnard presented the funding application update.

- ETHRA funding extended through 9/30/24; new contract to be awarded soon
- Team Dad Fatherhood initiative grant through TN Dept of Human Services submitted 6/28/24; \$500,000 over two years
- Community Action Plan update 8/2/24: Decrease in revenues approximately \$10,000
- SRAE grant submitted 6/21/24; no word on refunding; \$425,000/annually
- Notice of Award for Head Start/EHS

The Executive Committee report was given by Ms. Barnard.

- Commodities Plan*

The Executive Committee made a motion for approval of the committee report. Ms. Farris seconded the motion. The motion carried.

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

- Agency Operating Budget/Admin 2025*
- Agency Total Budget FY2025 *
- Use of Agency Funds*
- Vendors over \$25,000*

Ms. Tabor asked for approval of the finance and audit report. Ms. Bowen made the motion for approval and Mr. Helton seconded the motion. The motion carried.

The Governance Committee report was given by Ms. Reed. The committee did not have a quorum.

- Program reports*

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

- Director's report
- CACFP approval
- Angel Tree approval

The Head Start Committee made the motion for approval of the committee report. Ms. Farris seconded the motion. The motion carried.

Ms. Barnard presented the Nominating Committee report:

- Consideration for Board Openings
 - 2 vacancies (1 Sevier, 1 Monroe)

Ms. White gave the Personnel Committee report:

- Handbook updates*

The Personnel Committee made the motion for approval of the committee report. Mr. Tipton seconded the motion. The motion carried.

Ms. Barnard gave the Executive Director's report.

- Fall Festival 9/26/24
- Annual Meeting 9/12/24

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



Roxanne Bowen, Secretary

*Committees recommended approval to the full Board of Directors