

**Minutes**  
**Douglas-Cherokee Economic Authority, Inc.**  
**Board of Directors**  
**March 10, 2016**

Members Present

|                  |                |
|------------------|----------------|
| Mike Collins     | Barbara Mason  |
| Rene Tabor       | Roy Inman      |
| Wayne Helton     | Conlie Rasnake |
| Charlotte Tweed  | Eduardo Villa  |
| Elaine Smith     | Scott Tipton   |
| Pam Lowe         | Jan Brockwell  |
| Donna Stansberry | Jim Clawson    |
| Terry Wolfe      | Bettye Carver  |

Members Not Present

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| Ann Montgomery    | Patricia Best     |
| Bill Brittain     | Linda Branam      |
| Joe Burns         | Buster Norton     |
| Lane Wolfenbarger | Nancy Farris      |
| Sherrie Patterson | Rebecca Trosclair |
| Roxanne Bowen     |                   |

Douglas-Cherokee Economic Authority held a Board of Directors' Meeting on March 10, 2016 at the Central Office.

Ms. Tabor called the meeting to order and asked for approval of the minutes from the January 14, 2016 meeting. Mr. Inman made the motion of approval and Mr. Wolfe seconded the motion. The motion carried.

Ms. Luker presented the Financial Reports and Agency Business. She pointed out the financial reports which were mailed to members prior to the meeting. She informed the Board of the TCRS Deferred Compensation program. One of the bigger advantages of the program is that it takes some responsibility away from Douglas-Cherokee. Susan asked for approval to continue to look further into this program. Ms. Tabor asked for approval of the Financial Reports and Agency Business. Ms. Mason made the motion for approval and Mr. Inman seconded the motion. The motion carried.

Ms. Luker presented the Funding Application and Program Updates report. Ms. Luker pointed out the Current and Proposed funding chart. Two proposals were not included on the chart. The TML Conservation Grant will provide funding for barrier gates at the Senior Nutrition kitchen. A proposal was also submitted to ETSU Public Health. This grant will be used to supplement the ConAgra Program if awarded. Ms. Tabor asked for approval of the Funding Applications. Mr. Helton made the motion for approval and Mr. Inman seconded the motion. Ms. Stansberry abstained from the vote. The motion carried.

The Executive Committee recommended full Board approval of the Committee assignments for 2015-2016. The Committee also reviewed the current DCEA Succession Plan, particularly as it applies to the Executive Director's retirement. They recommended the plan be approved by the full Board with no changes. Ms. Tabor asked for approval of the Executive Committee report. Mr. Inman made the motion of approval and Mr. Tipton seconded the motion. The motion carried.

The Finance/Audit Committee reviewed and recommended the full Board adopt the Whistleblower Policy. The Committee recommended Rodefer Moss be awarded the contract for the single audit for FY2016 at the cost of \$36,500 as contained in their bid proposal. It was noted that this is the last year of the current bid cycle requiring the bid process to be followed for FY17. The committee members discussed the proposal for the Compensation Plan/Wage Comparability Study at a base cost of \$35,000 plus \$300 per job description updates if needed. Competitive bids were sought from three companies known by staff to conduct this type of study. WIPFLI was the only one of the three who chose to bid. WIPFLI is known nationwide for conducting these studies. The Committee determined to recommend that the Agency enter into a contract with WIPFLI. Ms. Tabor asked for approval of the Finance/Audit Committee report. Mr. Wolfe made the motion for approval and Mr. Collins seconded the motion. The motion carried.

The Governance Committee discussed revision of the Board Manual/Agency Documents and agreed members should have option of receiving hard copy or electronically. They reviewed the form to be completed by members and recommended approval to the full Board. The members also discussed the New Board Orientation meetings. The committee members noted that Cocke and Sevier were cancelled due to weather. The committee suggested new members of those counties to be given the choice to reschedule. The committee reviewed the program reports. The Committee also reviewed and recommended approval to the full Board the Board Schedule detailing items expected to be discussed at each meeting. Ms. Tabor asked for approval of the Governance Committee report. Mr. Inman made the motion for approval and Mr. Collins seconded the motion. The motion carried.

Ms. Kay Hale presented the Head Start Committee report. The Committee discussed:

- Slot Allocation- reduction proposal #3k
- Grant Application: Year 2 of 5

Ms. Hale also reported on the mid-year CLASS reports. The Program scored high enough to not be considered for re-competition. She also discussed the Program Improvement Plan and Selection Criteria. Ms. Tabor asked for approval of the Head Start Committee report. Ms. Mason made the motion for approval and Mr. Helton seconded the motion. The motion carried.

The Nominating Committee recommended approval to the full Board the re-election of Buster Norton to the Representative of Low-Income for Sevier County. Ms. Tabor asked for approval of the Nominating Committee report. Mr. Inman made the motion of approval and Mr. Collins seconded the motion. The motion carried.

Ms. Stansberry presented Personnel Committee Report. The Committee discussed the Compensation Plan/Wage Comparability Study. They also reviewed the Whistleblower Policy as it pertains to employees and recommended approval to the full Board. The committee members reviewed and recommended changes to the Employee Handbook per conversation with CAPLAW. They also discussed using TCRS 401K to which employees can transfer their 403B. The Agency is checking into this program further. Finally, the Committee discussed using the TN Commission on Aging and Disability regulations concerning convictions (0030\_1-6-03) as a guideline for the DCEA Rental Management employees. This regulation is already used for the Senior Nutrition Program. Ms. Tabor requested approval of the Personnel Committee report. Mr. Inman made the motion for approval and Mr. Rasnake seconded the motion. The motion carried.

Ms. Luker presented the Rental Management Committee report. The Committee discussed hiring new Director of Rental Management. Kathy Boatman is retiring. Ms. Luker reviewed with the Committee the discussion with members of the Volunteer Housing Boards concerning the direction they would like to proceed. They expressed high interest in future development of projects so the position description is being updated to reflect that priority. Ms. Tabor asked for approval of the Rental Management Committee report. Mr. Inman made the motion for approval and Mr. Rasnake seconded the motion. The motion carried.

Ms. Luker presented the Executive Director's report. She brought to the members' attention the TACA Results 2016 handout. She stated a member, Elaine Smith, has challenged the rest of the Board to a food drive for the Agency's Senior Nutrition Program. Susan also informed the Board that the Agency was awarded the WIOA Youth grant for 8 counties. Currently the Agency is in the process of hiring the staff for this program.

The next Board of Directors meeting will be held May 12, 2016 at Noon at the Central Office.

There was no further business. The meeting was adjourned.

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Roxanne Bowen, Secretary