## Minutes Douglas-Cherokee Economic Authority, Inc. Board of Directors September 8, 2016

## Members Present

Michael Collins
Ann Montgomery
Roy Inman
Charlotte Tweed
Wayne Helton
Jim Clawson
Rene Tabor

Terry Wolfe
Shannon Wheeler
Conlie Rasnake
Roxanne Bowen
Bettye Carver
Barbara Mason
Donna Stansberry

Nancy Farris

## Members Not Present

Linda Branam Bill Brittain
Jan Brockwell Buster Norton
Lane Wolfenbarger Donna Martin
Pam Lowe Sherrie Patterson
Scott Tipton Rebecca Trosclair

Eddie Villa

Douglas-Cherokee Economic Authority held a Board of Directors' Meeting on September 8, 2016 at the Central Office.

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

Ms. Luker presented the Financial Reports and Agency Business. The balance sheet is close to being finalized for FY16. The Agency had \$17 million in expenditures and has maintained a healthy cash balance. Susan also explained the credit card reports and the HS financial reports for August. She informed the Board of a minor finding in the CACFP monitoring report. She explained the THDA LIHEAP monitoring report also had a few findings. All the findings have been corrected. She summarized the Agency's funding report. She informed the Board the Mill Creek Apartments discrimination claim has been settled for \$3000, \$1500 each paid by Douglas-Cherokee and Volunteer Housing Development Board. The Board received a copy of the conciliation agreement was included in the Board members' packets. The Agency has received notice of dismissals in the two lawsuits the Agency was wrongly named in. Ms. Tabor asked for approval of the Financial Report. Mr. Inman made the motion for approval and Mr. Wolfe seconded the motion. The motion carried.

Ms. Luker presented the Funding Application and Program Updates report.

- SNP Central Kitchen- first meals were cooked and delivered today.
- JFG Parking Lot- construction began this week.

There was no action required for the report on Funding Applications and Program Updates.

Ms. Bowen presented the Executive Search Committee report. Kay Hale has been selected as the committee's recommendation for Executive Director. The recommendation packet has been submitted to Region IV Head Start for approval. The Search Committee recommended full Board approval pending Head Start approval. Terry Wolfe voiced concern over the number of applicants interviewed. After some discussion, Ms. Tabor asked for approval of the Search Committee's recommendation. Mr. Collins made the motion of approval and Ms. Mason seconded the motion. The motion passed by a vote of 17 in favor and 1 against. The motion carried.

Ms. Luker presented the Finance/Audit Committee report.

- Agency received Indirect Cost Approval. It was approved at the same rate.
- Steve Seifried to be authorized to sign documents for Affordable Housing.
- Reviewed update to Financial Policies.
- Property Insurance on Main building- The Agency purchased the building for \$180,000 and has approximately \$600,000 invested in the building. The cash value of the building is over \$1 million. TML has listed the replacement value over \$2 million. The committee recommends insuring the cash value instead of the replacement value of both the main building and the JFG building.
- Solar Home- the committee recommends placing a cap on the monthly lease payments. The Board agreed upon a cap of \$500/month.

Ms. Tabor asked for approval of the Finance/Audit Committee report. Mr. Inman made the motion for approval and Ms. Mason seconded the motion. The motion carried.

The Governance Committee:

- reviewed the program reports.
- reviewed the strategic plan.
- Discussed organizational standards
- Approved Board evaluations to be distributed to entire Board.

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

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

- Annual Public Report
- New performance standards that were released recently.
- Update to Social Services Policy

- Updated slot allocation- new center location and bus route
- 2016-2017 Policy Council Members
- Submission of TML Safety Grant

Ms. Tabor asked for approval of the Head Start report. Ms. Farris made the motion of approval and Mr. Inman seconded the motion. The motion carried.

The Nominating Committee recommended election of new members:

- Shannon Wheeler- Monroe County
- Donna Martin-Monroe County
- Bill Brittain- Hamblen Couty

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

The Personnel and Affordable Housing committees did not meet.

The next Board of Directors meeting will be the Annual Meeting. It will be held on November 10, 2016 at First Presbyterian Church in Morristown at 5:30.

The meeting was adjourned.
Roxanne Bowen, Secretary