

# Douglas-Cherokee Economic Authority, Inc. Head Start/Early Head Start

## Policy Council Meeting Minutes

Thursday, May 2, 2024 | 10:30 a.m. | In Person Meeting

<b>Meeting called to order by</b>	Clent Dunn
<b>Type of meeting</b>	PC Monthly Meeting
<b>Chairperson</b>	Clent Dunn
<b>Note taker</b>	Emily Kelley
<b>Called to order</b>	10:39 a.m.

<b>Attendees</b>
<b>Vice Chairperson:</b> Angel Gibson
<b>Secretary:</b> Taylor Courtney
<b>Treasurer:</b> Chasity Gibson
<b>Total Members Present:</b> 10
<b>Quorum Met:</b> No

### AGENDA TOPICS

**1. Welcome/Call to Order | Presenters:** *Clent Dunn, Chairperson*

**Presentation:** Clent called the meeting to order and announced that the meeting did not have a quorum. Each member received an agenda, a small beach ball to remind them of summer safety, and pencil to promote mental health. Each member also received the book, "There Was an Old Lady Who Swallowed the Alphabet" by Beth Taylor.

**2. Approval of Minutes | Presenter:** *Clent Dunn, Chairperson*

**Presentation:** Clent asked for approval of the Policy Council Meeting Minutes from March 28, 2024.

**Motion to Approve by:** Jolean Lewis, Sevier Co.      **Seconded by:** Chasity Gibson, Hamblen Co.  
**No Discussion.**      **All in favor, motion carried.**

**3. New Policy Council Members | Presenter:** *Kristie Woolard, Parent Involvement Manager*

**Presentation:** Kristie announced that the Jefferson County community representative resigned and we have a new person interested. Kristie called for approval to elect Tina Patterson to be the new community representative for Jefferson County.

**Motion to Approve by:** Tamra Williamson, Cocke Co.      **Seconded by:** Jolean Lewis, Sevier Co.  
**No Discussion.**      **All in favor, motion carried.**

**4. DCEA Program Spotlight | Presenter:** *Logan Johnson, Operations Manager for Senior Nutrition*

**Presentation:** Logan presented information about the Senior Nutrition program in the DCEA agency. These meals are congregate or home deliveries. They also have a \$5,000 grant to feed pets. This program is for qualifying adults age 60 and over. This program serves Cocke, Grainger, Hamblen, Jefferson, Sevier, and Monroe Counties.

**5. New Business**

- **Budget Report | Presenter:** *Melody Cantrell, Finance Manager*

**Presentation:** Melody went over the finance committee report. They met virtually on May 1<sup>st</sup> and did not have a quorum. The report was upload to the website. Melody called for a vote to approve the minutes, the budget report, and the InKind report.

Minutes Approval

**Motion to Approve by:** Jolean Lewis, Sevier Co.  
**No Discussion.**

**Seconded by:** Clent Dunn, Jefferson Co.  
**All in favor, motion carried.**

Budget Report Approval

**Motion to Approve by:** Scharanda Brock, Blount Co.  
**No Discussion.**

**Seconded by:** Jolean Lewis, Sevier Co.  
**All in favor, motion carried.**

InKind Report Approval

**Motion to Approve by:** Clent Dunn, Jefferson Co.  
**No Discussion.**

**Seconded by:** Chasity Gibson, Hamblen Co.  
**All in favor, motion carried.**

- **Personnel Report | Presenter:** *Ginny Ritchea, HR Manager*

**Presentation:** Ginny went over the report. The committee met on May 1<sup>st</sup> and did not have a quorum. Ginny asked for a motion to approve the personnel report and ratify all hiring decisions.

**Motion to Approve by:** Clent Dunn, Jefferson Co.  
**No Discussion.**

**Seconded by:** Crystal Flatford, Union Co.  
**All in favor, motion carried.**

- **Kindergarten Transition/Summer Activity Bags | Presenter:** *Billie Epps, Disabilities and Mental Health Manager*

**Presentation:** Billie explained that children going to Kindergarten received a school supply box with pencils, pencil sharpener, crayons, scissors, and glue sticks.

- **Approval of Executive Committee | Presenter:** *Krisite Woolard, Parent Involvement Manager*

**Presentation:** Kristie went over what the Executive Committee is. The committee is composed of the chairperson, vice chairperson, secretary, treasurer, and four other parents/community representatives. This committee meets, as needed, May-August. Kristie asked four volunteers to be part of the Executive Committee. During the meeting, Garnet Sutherland, Scharanda Brock, Tamra Williamson, and Cindy Dockery volunteered. Clent called for a vote to approve the Executive Committee members.

**Motion to Approve by:** Jolean Lewis, Sevier Co.  
**No Discussion.**

**Seconded by:** Crystal Flatford, Union Co.  
**All in favor, motion carried.**

- **Director's Report | Presenter:** *Curt Amos, Director*

**Presentation:** This report is posted on the website. In this report, Curt is asking Policy Council to approve the Director's Report, and to submit the CACFP grant application.

- We received notice that our staff will get the 2.3% COLA. Our agency has increased this to 2.5%.
- We do not have results from the review yet.
- They Blount County facility is projected to be complete at the end of May.
- Closeout dates for classrooms have been set and parents should be aware of their classroom's last day.
- The Agency is looking at more wellness for all staff. If they implement these changes this will affect our program and how we normally operate.
- Regional office received a parent complaint and we are working to resolve this issue.
- The CACFP (Child Adult Care Food Program) requires a grant to be submitted in August. This grant provides us reimbursement for food costs. We are asking for approval to continue to apply for this grant.

**Discussion:** A brief discussion about the education requirements for teachers and teacher assistants took

place.

Clent called for the motion to approve the Director's Report and to submit the CACFP grant application.

**Motion to Approve by:** Jolean Lewis Sevier Co.    **Seconded by:** Cindy Dockery, Monroe Co.  
**All in favor, motion carried.**

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**6. In-Kind/MVP Award | Presenter:** *Kristie Woolard, Parent Involvement Manager*

**Presentation:** Kristie announced the classrooms with the most In-Kind hours for the month of March.

<b>Blount:</b> Fairview	<b>Cocke:</b> Parrottsville	<b>Grainger:</b> Bean Station
<b>Hamblen:</b> North Hamblen 2/EHS 1	<b>Jefferson:</b> Shady Grove	<b>Monroe:</b> Sweetwater
<b>Sevier:</b> Harrisburg	<b>Union:</b> Cross Creek	

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**7. Adjournment | Presenter:** *Kristie Woolard, Parent Involvement Manager*

**Presentation:** There was a drawing for two door prizes. Each Policy Council Member was given a certificate for their participation this year. Clent called for a motion to adjourn the meeting.

**Motion to Approve by:** Jolean Lewis, Sevier Co.    **Seconded by:** Cindy Dockery, Monroe Co.  
**All in favor, motion carried.**

**Meeting Adjourned: 12:17 PM**

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**Information Provided Online Prior to Meeting**

- April Meeting Agenda
- March Policy Council Meeting Minutes
- Policy Council Officers and Committee Members
- Personnel Activity Report
- Budget Report
- Vendor Activity Report
- In-Kind Report
- Parent Involvement Fund Report
- Director's Report

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Secretary

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Date

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**Executive Committee | May 14, 2024**

**Presentation:** Kristie contacted the Policy Council members that were not present to ratify the Executive Committee. Approval was given.