



**EAST TENNESSEE HUMAN RESOURCE AGENCY  
BOARD MEETING  
Bearden Banquet Hall  
5806 Kingston Pike, Knoxville, TN 37919**

April 11, 2023  
10:30 a.m.

**A G E N D A**

**1. PUBLIC COMMENTS**

Chair, Mayor Joe Brooks

**2. CALL TO ORDER**

Chair, Mayor Joe Brooks

**3. MINUTES OF THE PREVIOUS MEETING**

Chair, Mayor Joe Brooks

**4. FINANCIAL REPORT**

Treasurer, Mayor Glenn Jacobs

**4. EXECUTIVE DIRECTOR'S REPORT**

Housing FY2024 Annual Plan - Steve Bandy and Lisa Condrey  
Transfer LIHWAP Funds Request - Steve Bandy and Lisa Condrey  
AAAD Public Service Announcement - Aaron Bradley  
May Board meeting, May 9, 2023, at Rothchild's

**5. OTHER BUSINESS**

**6. ADJOURNMENT**

*\*Agenda subject to change*

EAST TENNESSEE HUMAN RESOURCE AGENCY, INC.

Steering Committee Meeting  
ETHRA Executive Office  
9111 Cross Park Drive, Suite D-100, Knoxville, TN 37923  
January 10, 2023

The Steering committee meeting of the East Tennessee Human Resource Agency was held on January 10, 2023, at ETHRA Offices, 9111 Cross Park Drive, Suite D-100, Knoxville, Tennessee.

The following Board members were present:

Ron Williams	City of Farragut
Glenn Jacobs	Knox County
Mark Potts	Jefferson County
Terry Frank	Anderson County
Trey Dykes	City of Newport
Bill Brittain	Hamblen County

CALL TO ORDER

The Vice-Chair, Ron Williams, called the meeting to order.

MINUTES OF THE PREVIOUS MEETING

There were no previous meeting minutes.

EXECUTIVE DIRECTOR'S REPORT

Mr. Holiway reported to Vice-Chair, Ron Williams of the individuals that had been selected by Chair Joe Brooks with regard to the steering committee. Chair Joe Brooks had selected the 4 Board officers as per the bylaws but additionally, Mayor Frank, Mayor Brittain, Mayor Dykes, and Mayor Potts.

Vice-Chair, Ron Williams then made a motion that the 4 Board officers and the additional 4 Board members be voted on for the steering committee.

MOTION: TO ACCEPT THE MOTION OF THE NOMINATIONS FOR THE STEERING COMMITTEE AS PRESENTED. MOTION WAS MADE BY GLENN JACOBS AND SECONDED BY MARK POTTS. THE MOTION PASSED.

Mr. Holiway then presented supporting documents that entailed information regarding the current lease, square footage, lease date, lease duration, number of parking spaces, and other pertinent information that would assist the committee in the search for a new space or re-leasing the current space.

DISCUSSION-FEASIBILITY STUDY

Vice-Chair, Ron Williams, opened the discussion of conducting a study to inquire how much space ETHRA might need now and also in the

future. Mayor Terry Frank stated that she felt it worthwhile to hire an architect to conduct the study. Mayor Potts suggested that the steering committee also act as a search committee to seek out and find alternative properties for lease and/or for sale. Mayor Potts stated that the study would need to cover the full scope of ETHRA needs currently, future needs and to also anticipate growth.

Discussion was had regarding the current lease; possibility of purchasing current property and due date of when the lease was up. Additionally, when the notice date of intent to move or re-sign a new lease was due.

Mayor Jacobs asked if there was a budget in mind or if any amount of funds had been agreed upon for purchase. Mayor Jacobs also inquired if a budget had been set forth for the steering committee to hire an architect. A budget of not to exceed, \$10,000 to hire an architect was presented.

MOTION: TO ACCEPT THE MOTION OF CONDUCTING A FEASIBILITY STUDY WITH THE HIRING OF AN ARCHITECT WITH A BUDGET OF UP TO \$10K. MOTION WAS MADE BY MARK POTTS AND SECONDED BY BILL BRITTAIN. THE MOTION PASSED.

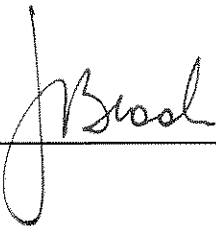
OTHER BUSINESS

N/A

ADJOURNMENT

A MOTION WAS MADE BY BILL BRITTAIN TO ADJOURN. TREY DYKES SECONDED THE MOTION. THE MOTION PASSED.

Signature



Date

May 9, 2023