

EAST TENNESSEE HUMAN RESOURCE AGENCY, INC.

Policy Council of the Board  
Via Zoom Conference Meeting, Knoxville, Tennessee  
June 9, 2020

The Policy Council of the East Tennessee Human Resource Agency Board of Directors held their regular Policy Council Meeting on June 9, 2020, at the ETHRA Administrative Office in Knoxville, Tennessee, via Zoom® Conferencing Meeting. The following Policy Council members were present:

Ron Woody, Chair	Roane County
Trey Dykes, Vice-Chair	Cocke County
Mark Potts, Secretary	Jefferson County
Joe Brooks, Treasurer	Claiborne County
Terry Frank	Anderson County
Tammy Yarbrough-Pirie	Blount County
E.L. Morton	Campbell County
Anna Beth Walker	Claiborne County
Crystal Ottinger	Cocke County
Lynn Ramsey	Cocke County
Mike Byrd	Grainger County
Jerri Etta Bishop	Grainger County
Bill Brittain	Hamblen County
Jane Jolley	Knox County
Winnie Wilson	Knox County
Ronda Davis	Jefferson County
Buddy Bradshaw	Loudon County
Jack Qualls	Loudon County
Sharon Heidel	Morgan County
Jerry Johnson	Roane County
Jeff Tibbals	Scott County
Larry Waters	Sevier County
Jane Howes	Sevier County
Jason Bailey	Union County

The following Policy Council members were not present:

Greg Leach	Campbell County
Stacy Chambers	Monroe County
Brian Langley	Morgan County
Tom Byrge	Anderson County
Richard Kirkland	Monroe County
Tom Taylor	Blount County
Marty Smith	Union County
Richard Briggs	State Senator
Kent Calfee	State Representative

Other attendees:

Mitch Ingram	Monroe County
Leann Sutton	Jefferson County

CALL TO ORDER

The meeting was called to order by the Chair, Ron Woody.

MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting were mailed and e-mailed to members as part of the agenda package.

MOTION: TO APPROVE THE MINUTES AS WRITTEN. MOTION WAS THEN MADE BY MARK POTTS AND SECONDED BY JERRY JOHNSON. THE MOTION PASSED.

FINANCIAL REPORT

Mayor Joe Brooks reviewed the financial report for the period ending JULY - APRIL FY 2020. Mayor Brooks asked if there were any questions regarding the financial report. There were no questions.

MOTION: TO APPROVE ETHRA'S FINANCIAL REPORT FOR THE PERIOD ENDING JULY - APRIL FY 2020 AS PRESENTED. MOTION WAS MADE BY MARK POTTS AND SECONDED BY TERRY FRANK. THE MOTION PASSED.

POLICY COUNCIL NOMINATIONS

Nominations: Ron Woody, Chair, directed all board members to their list of the 2020-2021 nominations for Provider Representatives and Consumer Representatives submitted to ETHRA. He asked if there were any changes or edits; there being none, Chair Woody asked for a motion to approve the 2020-2021 Policy Council Nominations.

MOTION: TO APPROVE THE 2020-2021 NOMINATIONS FOR PROVIDER REPRESENTATIVE AND CONSUMER REPRESENTATIVE FOR EACH COUNTY THAT ETHRA SERVES AS PRESENTED. MOTION WAS THEN MADE BY E.L. MORTON AND SECONDED BY JOE BROOKS. THE MOTION PASSED.

EXECUTIVE DIRECTOR'S REPORT

Gary Holiway, Executive Director, requested that the Personnel Policies agenda item be deferred to the July 2020 meeting as the Personnel policies were not yet completed. Mr. Holiway thanked Mayor Bill Brittain for leading the review committee regarding the policies and their work was very much appreciated.

Mr. Holiway introduced Mike Patterson, Transportation Director, for a presentation on the Public Transportation Agency Safety Plan (PTAST).

Mr. Patterson made a presentation and gave explanation for the PTASP, Version 1, May 2020. Mr. Patterson directed the board to page 31 of the document that had been mailed and e-mailed previously. Mr. Patterson noted that ETHRA Officers, Staff and the Board Chair would all be required to manage and sign the plan. He also made mention that this plan is a yearly plan and would be updated and require approval each year.

MOTION: TO APPROVE THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) AS PRESENTED. MOTION WAS MADE BY JACK QUALLS AND SECONDED BY BUDDY BRADSHAW. THE MOTION PASSED.

Gary Holiway reported and gave an update on ETHRA and COVID-19. Mr. Holiway noted that ETHRA employees and staff were continuing with CDC guidelines for business continuance with regular sanitizing offices, requesting extra cleanings by the cleaning company, screening clients and utilizing masks, gloves and hand sanitizer as well as continuing to incorporate the 6-foot social distance rule during meetings and daily business hours in the offices. He also reported to the board that the transportation department was conducting extra cleaning practices each time a client exited the vans, using a 2 times per day cleaning regime, had implemented a schedule with a "A" team and a "B" team with staggered shifts, and separating employees within the cubicles for safety. Mr. Holiway also stated that some employees were still working remotely and still conducting business via phone and zoom meetings.

Mr. Holiway indicated that the CARES Act funding would allow ETHRA to continue business as normal and also help ETHRA to remain sustainable during the COVID-19 pandemic. Mr. Holiway reported that due to the CARES Act funding, ETHRA would be able to keep employees with no layoffs. Upon completion, he asked if there were any questions, there were no comments or questions.

Mr. Holiway then reported that ETHRA was still undergoing a Sunset Review. The Sunset Review began in January 2020 and would soon be coming to an end. While under the Sunset Review, Mr. Holiway requested that all board members return the Conflict of Interest forms that would be emailed and mailed to each of before the end of the month. He stated that these forms were due each year and how it was mandated that ETHRA have them on file.

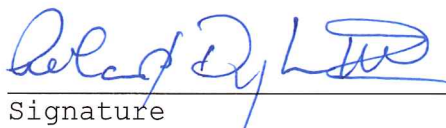
Mr. Holiway then announced to the board as well as invited the board members to the retirement gathering for Dee Norman, Human Resources Director, which would be held at the ETHRA executive offices on Monday, June 29, 2020, 2 - 4pm. He thanked Ms. Norman for her 33 years of dedicated service and wished her well.

MOTION: TO APPROVE ETHRA'S EXECUTIVE DIRECTORS' REPORT AS PRESENTED. MOTION WAS MADE BY JOE BROOKS AND SECONDED BY E.L. MORTON. THE MOTION PASSED.

Mr. Woody asked if there was any other business.

#### ADJOURNMENT

There being no further business, the meeting was adjourned on a motion made Mark Potts, and seconded by Joe Brooks.

  
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Signature

9/16/2020  
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Date