

EAST TENNESSEE HUMAN RESOURCE AGENCY, INC.

Policy Council of the Board
Bearden Banquet Hall, 5806 Kingston Pike
Knoxville, Tennessee 37919
October 13, 2020

The Policy Council of the East Tennessee Human Resource Agency Board of Directors held their regular Policy Council Meeting on October 13, 2020, at the Bearden Banquet Hall in Knoxville, Tennessee. The following Policy Council members were present:

Trey Dykes, Chair	Cocke County
Mark Potts , Vice-Chair	Jefferson County
Joe Brooks, Secretary	Claiborne County
Jeff Tibbals, Treasurer	Scott County
Anna Beth Walker	Claiborne County
Crystal Ottinger	Cocke County
Lynn Ramsey	Cocke County
Bill Brittain	Hamblen County
Stacy Chambers	Monroe County
Ronda Davis	Jefferson County
Jane Jolley	Knox County
Ron Woody	Roane County
Larry Waters	Sevier County
Ron Keeton	Scott County
Greg Leach	Campbell County
Representative Kent Calfee	

PUBLIC COMMENTS

Chair Trey Dykes opened the meeting and asked if there were any public comments. There being none, the meeting was called to order.

CALL TO ORDER

The meeting was called to order by the Chair, Trey Dykes.

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 JEFF TIBBALS. THE MOTION PASSED.

FINANCIAL REPORT

Mayor Jeff Tibbals reviewed the financial reports for the period ending AUGUST FY 2021. Mayor Tibbals asked if there were any questions regarding the financial report. There were no questions.

MOTION: TO ACCEPT ETHRA'S FINANCIAL REPORT FOR THE PERIOD AUGUST FY 2021 AS PRESENTED. MOTION WAS MADE BY JEFF TIBBALS AND SECONDED BY GREG LEACH. THE MOTION PASSED.

NEW BUSINESS

No new business was brought before the board.

EXECUTIVE DIRECTOR'S REPORT

Mr. Holiway began his report with the announcement that long-time employee Karen Laws, Homemaker Program Manager, had just recently passed away after a long illness. He made mention of her diligence and loyalty with regard to her work at ETHRA.

Mr. Holiway then announced that Mike Patterson, Transportation Director, would present and ask for approval on the "James L. Richardson, Driver's Safety Matching Grant." Mr. Patterson then presented the specifics of the grant and that the money would be used to purchase safety vests and a portion to purchase new video cameras for 47 new vehicles. The grant would be in the amount of \$10,000 with ETHRA matching \$5,000.

MOTION: TO APPROVE THE APPLICATION FOR THE JAMES L. RICHARDSON DRIVER'S SAFETY GRANT AS PRESENTED. MOTION WAS MADE BY RON WOODY AND SECONDED BY JOE BROOKS. MOTION PASSED.

Mr. Holiway presented the new Personnel Policies and Procedures Manual, revised and updated, October 13, 2020, be approved as the last amendment was June 5, 2014. A copy of the October 13, 2020, version was placed in each Policy Council Member packet for review.

MOTION: TO APPROVE THE PERSONNEL POLICIES MANUAL, DATED OCTOBER 13, 2020, AS PRESENTED. MOTION WAS MADE BY BILL BRITTAIN AND SECONDED BY MARK POTTS. MOTION PASSED.

Mr. Holiway asked the board for a cost of living raise in the amount of 3% for a portion of the employees and a request for a one-time bonus of \$500 for those programs that could not sustain a raise. Mr. Holiway also asked the board that if the cost of living raise was approved that it be retroactive back to July 1, 2020.

MOTION: TO APPROVE THE 3% COST OF LIVING RAISE TO THOSE PROGRAMS THAT COULD AFFORD THE RAISE AND BE RETROACTIVE BACK TO JULY 1, 2020 AND THAT THE PROGRAMS THAT COULD NOT AFFORD A RAISE BUT GIVE A ONE TIME BONUS OF \$500 AS PRESENTED BE APPROVED. MOTION WAS MADE BY MARK POTTS AND SECONDED BY JOE BROOKS. MOTION PASSED.

Mr. Holiway introduced Bill Walker, Workforce Program Manager, to report on the National Dislocated Worker Disaster Grant funding. Mr. Walker gave insight as to the funding and stated that the program was granted an additional \$834,000 to spend on hiring dislocated workers. He noted that the program was working diligently to ensure that all funding was spent either directly or indirectly as indicated in the grant.

Mr. Holiway gave a report on ETHRA's COVID-19 status. He noted that several employees had contracted the virus; however, ETHRA staff

is diligently working in the offices as well as remotely, when convenient, to continue workflow and that CDC safety guidelines were still being followed. Testing and quarantines were being implemented as needed and regular deep-cleaning was being conducted regularly.

Mr. Holiway updated the board on the CARES Act Funding and that several upgrades and safety instruments had been purchased and ordered to help alleviate the spread of COVID as well as secure the building in other means.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Arad D. Holiway
Signature

1/26/21
Date

