

EAST TENNESSEE HUMAN RESOURCE AGENCY, INC.

Policy Council of the Board
Knoxville, Tennessee
January 14, 2020

The Policy Council of the East Tennessee Human Resource Agency Board of Directors held their regular Policy Council Meeting on January 14, 2020, at the ETHRA Administrative Office in Knoxville, Tennessee. 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
E.L. Morton	Campbell County
Greg Leach	Campbell County
Anna Beth Walker	Claiborne County
Lynn Ramsey	Cocke County
Jerri Etta Bishop	Grainger County
Winnie Wilson	Knox County
Jack Qualls	Loudon County
Brian Langley	Morgan County
Sharon Heidel	Morgan County
Jerry Johnson	Roane County
Jane Howes	Sevier County
Jason Bailey	Union County

The following Policy Council members were not present:

Richard Briggs	State Senator
Kent Calfee	State Representative
Buddy Bradshaw	Loudon County
Bill Brittain	Hamblen County
David Buchanan	Blount County
Stacy Chambers	Monroe County
Jeff Tibbals	Scott County
Crystal Ottinger	Cocke County
Mike Byrd	Grainger County
Ronda Davis	Jefferson County
Tom Byrge	Anderson County
Jane Jolley	Knox County
Richard Kirkland	Monroe County
Tom Taylor	Blount County
Marty Smith	Union County
Larry Waters	Sevier County

Other Attendees:

Maxine Gernert

Congressman Fleischmann

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 TERRY FRANK AND SECONDED BY SHARON HEIDEL. THE MOTION PASSED.

FINANCIAL REPORT

Mayor Joe Brooks reviewed the financial report for the period ending JULY - NOVEMBER 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 - NOVEMBER FY 2020 AS PRESENTED. MOTION WAS MADE BY MARK POTTS AND SECONDED BY JERRY JOHNSON. THE MOTION PASSED.

EXECUTIVE DIRECTOR'S REPORT

Gary Holiway, Executive Director, reported to the Policy Council that ETHRA had recently obtained set-up to begin accepting credit card payments in the misdemeanor and community corrections programs. Mr. Holiway noted that a card reader would be placed at each probation officers' workstation but it had not yet been determined on how the fees associated with credit card payments would be processed.

Mr. Holiway then asked the Policy Council for assistance in putting additional funding into the community corrections program. He reported that the approximate cost per day to manage this program was currently at \$5.00 p/d. Mr. Holiway mentioned that the return on the investment is of great value and very productive and therefore, Mr. Holiway requested for the board support as well as approval to ask for more funding in this program.

Ron Woody, Chair, asked the board if anyone had any contacts or know of anyone on the Governor's Task Force who are conducting a study on this subject. There being no responses, Mr. Woody then asked everyone to review and place community corrections on their analysis of the Governor's Task Force Study.

Mr. Holiway indicated that the ETHRA audit had been completed and would be ready in both print and electronic format prior to the next Policy Council meeting. Mr. Woody asked that the audit be sent via e-mail to the board prior to the next meeting.

Mr. Holiway gave congratulations to the CREVAA and Homemaker Programs for a job well done for Christmas 2019. 24 home-bound clients were afforded food boxes and 30 clients were gifted.

Mr. Holiway announced that Dee Norman, HR Director, had announced her retirement. She has served ETHRA for 33 years as of March 16, 2020.

OTHER BUSINESS

Chair Woody appointed a policies and procedures committee to review the personnel policies. He announced: Bill Brittain, Windie Wilson, Crystal Ottinger, Terry Frank and Jack Qualls would work alongside Jessica Stewart and Dee Norman. A first meeting was agreed upon for this new committee, Tuesday, February 11, 2020, at 9:00 AM, ETHRA Executive offices. It was agreed upon that the policies and procedures would be electronically sent to each member prior to this meeting for review.

ADJOURNMENT

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

Paul Brady
2/11/2020