ETHRA Board Meeting
ETHRA Executive Office
9111 Cross Park Drive, Suite D-100, Knoxville, TN 37923
September 9, 2025

The members of the East Tennessee Human Resource Agency Board of Directors held their regular board meeting on September 9, 2025, at the ETHRA Executive offices, 9111 Cross Park Drive, Suite D-100, Knoxville, Tennessee, 37923.

The following Board members were present:

Wade Creswell	Roane County
Chris Cutshaw	Hamblen County
Elaine Davis	State of Tennessee
Glenn Jacobs	Knox County
Scott Kitts	Campbell County
Lori Phillips-Jones	Oneida
Neal Pucciarelli	Claiborne County
Larry Waters	Sevier County

PUBLIC COMMENTS

Chair, Glenn Jacobs, opened the meeting and asked if there were any public comments. There were no public comments.

CALL TO ORDER

Chair, Glenn Jacobs, called the meeting to order at 10:37 a.m.

ROLL CALL

Chair, Glenn Jacobs, asked for the roll call to be conducted. After roll call, the meeting proceeded.

APPROVAL OF AGENDA

MOTION: APPROVAL OF AGENDA FOR SEPTEMBER 9, 2025 WAS MADE BY CHRIS CUTSHAW AND SECONDED BY NEAL PUCCIARELLI. THE MOTION PASSED.

MINUTES OF THE LAST MEETING

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

MOTION: APPROVE THE MINUTES OF THE AUGUST 12, 2025 MEETING MINUTES AS WRITTEN. MOTION WAS MADE BY SCOTT KITTS AND SECONDED BY CHRIS CUTSHAW. THE MOTION PASSED.

FINANCIAL REPORT

Treasurer, Wade Creswell, presented the financial report for the period ending JULY FY 2026. County Executive Creswell asked if there were any questions regarding the financial report; there were no questions.

MOTION: TO ACCEPT ETHRA'S FINANCIAL REPORT FOR THE PERIOD OF JULY FY 2026. MOTION WAS MADE BY LORI PHILLIPS-JONES AND SECONDED BY NEAL PUCCIARELI. THE MOTION PASSED.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Gary Holiway, informed the board that three ETHRA employees would be making presentations at today's meeting. He then introduced Veronica Stephens, Program Manager of Child Care Food for Homes. Veronica requested Board approval for both her At-Risk Day Care Center and Day Care Homes Program which start October 2025. The At-Risk Program is the supper program that operates after school hours, which started about 6 years ago. It provides a nutritious meal to those who might not get one outside of breakfast and lunches provided at school. They currently have 80 sites and growing. The Day Care Homes Program provides 2 meals and a snack, or 2 snacks and a meal to licensed daycares. Both programs are federally funded through USDA.

MOTION: APPROVAL TO APPLY FOR BOTH CHILD CARE FOOD PROGRAMS WAS MADE BY SCOTT KITTS AND SECONDED BY NEAL PUCCIARELLI. THE MOTION PASSED.

Director Holiway then introduced Steve Bandy, Senior Director of Housing & EEO Officer. Steve presented the Title VI Program Federal Transit Administration Plan for October 2025. He outlined complaint procedures, the complaint form, the public participation plan, as well as the language assistance plan.

MOTION: APPROVAL TO ACCEPT THE UPDATED TITLE VI PROGRAM FEDERAL TRANSIT ADMINISTRATION WAS MADE BY ELAINE DAVIS AND SECONDED BY CHRIS CUTSHAW. THE MOTION PASSED.

Mr. Holiway then introduced Brent Gagley, Assistant Program Director for Transportation. Brent then presented the Agency Safety Plan which required some updated language for board approval.

MOTION: APPROVAL TO ACCEPT THE AGENCY SAFETY PLAN REVISIONS WAS MADE BY SCOTT KITTS AND SECONDED BY ELAINE DAVIS. THE MOTION PASSED.

OTHER BUSINESS

Director Holiway reminded the board members that many of the ETHRA staff would be attending the TAHRA conference September 16 -19 in Nashville. He also informed the board that ETHRA would be participating in the TN Public Transportation Association (TPTA) Conference & Expo on October 21-24 at the Knoxville Convention Center. The annual Roadeo competition will be held on the 23rd and he encouraged anyone who would like to attend to show support for our hard- working transportation employees.

ADJOURNMENT

Chairman Jacobs asked if there was any further business and asked for a motion to adjourn. **The motion was made by Larry Waters and seconded by Neal Pucciarelli.** The meeting concluded at 11:01 a.m.

Glenn Jacobs
Glenn Jacobs, Chair

10/14/25
Date