

EAST TENNESSEE HUMAN RESOURCE AGENCY, INC.

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

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

The following Board members were present:

Richard Briggs	State Senator
Mike Byrd	Grainger County
Wade Creswell	Roane County
Chris Cutshaw	Hamblen County
Glenn Jacobs	Knox County
Scott Kitts	Lafollette
Jerried Jeffers	Scott County
Lori Phillips-Jones	Oneida
Mark Potts	Jefferson County
Neal Pucciarelli	Cumberland Gap
Terry Frank	Anderson 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 10:35 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 DECEMBER 9, 2025 WAS MADE BY SCOTTY KITTS AND SECONDED BY RICHARD BRIGGS. 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 OCTOBER 14, 2025 MEETING MINUTES AS WRITTEN. MOTION WAS MADE BY RICHARD BRIGGS AND SECONDED BY NEAL PUCCIARELLI. THE MOTION PASSED.**

**FINANCIAL REPORT**

Treasurer, Wade Creswell, presented the financial report for the period ending October 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 JUNE FY 2025. MOTION WAS MADE BY CHRIS CUTSHAW AND SECONDED BY JERRIED JEFFERS. THE MOTION PASSED.**

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Gary Holiway, introduced Renae Hawkins, manager of our SCSEP Program. Renae introduced her team, Kim Profetto and Jenny Evans. Kim is a former Veteran and SCSEP client who now works for us in the SCSEP Program. Jenny, also a former SCSEP client, relocated here from California and now helps Renae train and teach new clients. The team has just returned from furlough since July. They encouraged all board members to refer economically disadvantaged clients aged 55+ to check out our program. Brochures and handout were provided.

Director Holiway then introduced E.L. Morton, manager of our Workforce Services. E.L. shared that with budget cuts, we have downsized some of our AJC locations; particularly those in Claiborne and Campbell Counties.

Board Chair, Glenn Jacobs, then asked two ETHRA Transportation drivers, Cammie Blevins and Sean Ryan, to come to the podium with him. He read a speech that was given at the TPTA Awards back in October 2025. These two drivers were presented Rural Drivers of the Year Awards based on their tireless assistance during Hurricane Helene back in September 2024.

Brent Gagley, Assistant Program Director of Transportation, then recognized Mike Patterson, who was inducted into the TPTA Hall of Fame, and Matt Smith, who received first place in the Maintenance Competition with a time of 32 seconds to diagnose and troubleshoot. Greg Hodge was also recognized for his third-place spot in the State Driving Competition and as Rookie of the Year.

Director Holiway then reminded the board members that we will continue to meet the second Tuesday of each month for 2026. Rick Yakubic will have handouts in your ETDD packets to refer to. Mr. Holiway then wished everyone a Merry Christmas and thanked everyone for all they do for ETHRA.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Chairman Jacobs asked if there was any further business and asked for a motion to adjourn. **The motion was made by Jerried Jeffers and seconded by Scott Kitts.** The meeting concluded at 10:55 a.m.

X<sup>+</sup> Jerried Jeffers

1/13/2024