

The members of the East Tennessee Human Resource Agency Board of Directors held their regular board meeting on August 12, 2025, at the ETHRA Executive offices, 9111 Cross Park Drive, Suite D-100, Knoxville, Tennessee, 37923.

The following Board members were present:

Richard Briggs	Davidson County
Mike Byrd	Grainger County
Wade Creswell	Roane County
Chris Cutshaw	Hamblen County
Glenn Jacobs	Knox County
Scott Kitts	Campbell County
Rob Mathis	Cocke County
Lori Phillips-Jones	Oneida
Mark Potts	Jefferson County
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 10:34 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 AUGUST 12, 2025 WAS MADE BY SCOTTY KITTS AND SECONDED BY CHRIS CUTSHAW. 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 JULY 8, 2025 MEETING MINUTES AS WRITTEN. MOTION WAS MADE BY LARRY WATERS AND SECONDED BY NEAL PUCCIARELLI. THE MOTION PASSED.

FINANCIAL REPORT

Treasurer, Wade Creswell, presented the financial report for the period ending MAY FY 2025. 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 MIKE BYRD. THE MOTION PASSED.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Gary Holiway, reminded the board members about the upcoming Tennessee Association of Human Resource Agencies Conference in Nashville on September 16-19 if anyone is interested.

Mr. Holiway then recapped the results of our recent Sunset Audit on July 23, which resulted in our agency being renewed for another four years.

Director Holiway then introduced Steve Bandy and Lisa Condrey, Senior Directors of Housing with ETHRA. Steve then reviewed the Section 8 Management Assessment Program Certification for FY ending 06/30/2025.

MOTION: APPROVAL TO ACCEPT THE SEMAP REVIEW TO SUBMIT TO HUD WAS MADE BY MARK POTTS AND SECONDED BY SCOTTY KITTS. THE MOTION PASSED.

Steve then reviewed the Housing Administrative Plan Update for Emergency Housing Vouchers When Funds End.

MOTION: APPROVAL TO MAKE THE 16 CURRENT EMERGENCY HOUSING VOUCHER FAMILIES A PREFERENCE ON THE REGULAR CHOICE HOUSING VOUCHER WAS MADE BY NEAL PUCCIARELLI AND SECONDED BY CHRIS CUTSHAW. THE MOTION PASSED.

Director Holiway then introduced Mike Patterson, Director of ETHRA's Transportation Department. Mike reviewed our Drug-Free Workplace Policy in compliance with 41 U.S. Code 8103.

MOTION: APPROVAL TO ACCEPT THE DRUG-FREE WORKPLACE POLICY WAS MADE BY CHRIS CUTSHAW AND SECONDED BY MIKE BYRD. THE MOTION PASSED.

OTHER BUSINESS

There was no other business presented.

ADJOURNMENT

Chairman Jacobs asked if there was any further business and adjourned the meeting at 10:57a.m.

X MA Jacobs

9/9/25