

ETHRA Board Meeting
ETHRA Executive Office
9111 Cross Park Drive, Suite D-100, Knoxville, TN 37923
July 8, 2025

The members of the East Tennessee Human Resource Agency Board of Directors held their regular board meeting on July 8, 2025, at the ETHRA Executive offices, 9111 Cross Park Drive, Suite D-100, Knoxville, Tennessee, 37923.

The following Board members were present:

Rob Mathis	Cocke County
Joe Brooks	Claiborne County
Mark Potts	Jefferson County
Neal Pucciarelli	Cumberland Gap
Chris Cutshaw	Hamblen County
Elaine Davis	State of Tennessee
Mike Byrd	Grainger County
Wade Creswell	Roane County
Terry Frank	Anderson County
Glenn Jacobs	Knox County
Ed Mitchell	Blount County
Lori Phillips-Jones	Oneida

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 10:32 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 JULY 8, 2025 WAS MADE BY TERRY FRANK AND SECONDED BY MARK POTTS. 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 JUNE 10, 2025 MEETING MINUTES AS WRITTEN. MOTION WAS MADE BY JOE BROOKS AND SECONDED BY MARK POTTS. 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 MAY FY 2025. MOTION WAS MADE BY ED MITCHELL AND SECONDED BY ELAINE DAVIS. THE MOTION PASSED.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Gary Holiway, introduced Janet Wilburn as ETHRA's new One Stop Operator with our Work Force Program.

Mr. Holiway then reminded all board members that if they have not already submitted their 2025 -2026 Conflict of Interest Forms, they are due today. Forms were also included in the board packet today.

Director Holiway then introduced Jessica Stewart as our ETHRA Agency Compliance Officer. Ms. Stewart presented the Procurement Policy Update, highlighting the Summary of Changes. Most changes are procedural in nature and aimed at providing greater clarity.

MOTION: APPROVAL TO ACCEPT THE CHANGES OF THE PROCUREMENT POLICY WAS MADE BY TERRY FRANK AND SECONDED BY JOE BROOKS. THE MOTION PASSED.

Ms. Stewart then reviewed a few minor changes to the Vehicle Use Operation & Management Policy. The biggest change was the removal of vehicle purchasing from this policy.

MOTION: APPROVAL TO ACCEPT THE UPDATED VEHICLE USE OPERATION & MANAGEMENT POLICY WAS MADE BY CHRIS CUTSHAW AND SECONDED BY JOE BROOKS. THE MOTION PASSED.

Mr. Holiway then invited any interested board members to the Tennessee Association of Human Resource Agencies annual training conference September 16-19. Cindy Miles will email information to everyone later today.

Mr. Holiway then informed the board members that he will be attending a Sunset Audit Review on July 23, 2025. We were asked to respond to 24 questions about our agency and Gary will be meeting before a subcommittee who will determine how many years we will get renewed for.

We then watched a 50 Years of Service Celebration Video presented by Aaron Bradley with our Aging Department. Upon completion of the video, Mr. Bradley invited all board members to attend a 50th Anniversary Celebration which will be held August 17th at 4p.m. at Crowne Plaza Hotel in Knoxville.

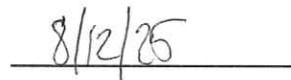
OTHER BUSINESS

Mayor Joe Brooks then inquired about the outcome of Commodities in our area. Director Holiway stated that we sent an email but never received a response. As it stands, Second Harvest will be taking over the program, starting October 1, 2025. We will have one final distribution before Second Harvest takes over.

MOTION: CREATION OF A LETTER DRAFTED TO THE DEPARTMENT OF AGRICULTURE AND SECOND HARVEST SIGNED BY CHAIRMAN JACOBS ASKING FOR GUIDANCE ON WHAT WE CAN DO IN OUR COMMUNITIES TO LET THEM KNOW ABOUT THE CHANGES AND WHAT IT WILL LOOK LIKE AFTER THE FACT WAS MADE BY MAYOR BROOKS AND SECONDED BY NEAL PUCCIARELLI. THE MOTION PASSED.

ADJOURNMENT

Chairman Jacobs asked if there was any further business and asked for a motion to adjourn. **The motion was made by Terry Frank and seconded by Ed Mitchell.** The meeting concluded at 11:10 a.m.

A handwritten signature in blue ink, appearing to read "Ed Mitchell", is written over a horizontal line.A handwritten date "8/12/25" in blue ink is written over a horizontal line.