EAST TENNESSEE HUMAN RESOURCE AGENCY, INC.

ETHRA Board Meeting
ETHRA Executive Office
9111 Cross Park Drive, Suite D-100, Knoxville, TN 37923
August 11, 2026

The members of the East Tennessee Human Resource Agency Board of Directors held their regular board meeting on August 11, 2026, at the ETHRA Executive offices, 9111 Cross Park Drive, Suite D-100, Knoxville, Tennessee, 37923.

The following Board members were present:

Mike Byrd	Grainger County
Wade Creswell	Roane County
Chris Cutshaw	Hamblen County
Elaine Davis	State Representative
Trey Dykes	City of Newport
Terry Frank	Anderson County
Mitch Ingram	Monroe County
Scotty Kitts	City of Lafollette
Brian Langley	Morgan County
Rob Mathis	Cocke County
Ed Mitchell	Blount County
Mark Potts	Jefferson County
Larry Waters	Sevier County

Mayors Elect present:

Jared Anderson	Blount County
Randy Bales	Jefferson County
Brian McCarter	Sevier County

PUBLIC COMMENTS

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

CALL TO ORDER

Chair Trey Dykes called the meeting to order at 10:37 a.m. Prior to roll call, Chairman Dykes shared his sentiments about the passing of board member, Mayor Joe Brooks, who passed away in July. Joe's chair was left empty for the board meeting, along with his name plate and flowers. E.L. Morton said a prayer and Director Gary Holiway also shared his sentiments, along with pictures of Mayor Brooks on our big screen.

ROLL CALL

Chairman Dykes asked for the roll call to be conducted. After roll call, the meeting proceeded.

APPROVAL OF AGENDA

MOTION: APPROVAL OF AGENDA FOR AUGUST 11, 2026 WAS MADE BY BRIAN LANGLEY 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 14, 2026 MEETING MINUTES AS WRITTEN. MOTION WAS MADE BY SCOTT KITTS AND SECONDED BY ELAINE DAVIS. THE MOTION PASSED.

FINANCIAL REPORT

Treasurer, Terry Frank, presented the financial report for the period ending JUNE FY 2026. Mayor Frank 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 2026. MOTION WAS MADE BY MITCH INGRAM AND SECONDED BY ROB MATHIS. THE MOTION PASSED.

EXECUTIVE DIRECTOR'S REPORT

Director Gary Holiway introduced Steve Bandy, who presented the Housing SEMAP review in full detail. Each member was provided a folder with the SEMAP Certification.

MOTION: TO APPROVE THE SEMAP REVIEW AS PRESENTED. MOTION WAS MADE BY ROB MATHIS AND SECONDED BY SCOTTY KITTS. THE MOTION PASSED.

Director Holiway then introduced Brent Gagley, Transportation Director. Brent reviewed the Micro Transit Route Fares that were presented at the previous month's board meeting. In order to proceed, he needs board approval.

MOTION: TO APPROVE THE FARES FOR MICRO TRANSIT ROUTES AS PRESENTED WAS MADE BY WADE CRESWELL AND SECONDED BY CHRIS CUTSHAW. THE MOTION PASSED.

Brent then presented the Public Entity Partners resolution for the Judy Housley Safety Partners Matching Grant.

MOTION: A RESOLUTION AUTHORIZING ETHRA TO PARTICIPATE IN THE PEP GRANT WAS MADE BY CHRIS CUTSHAW AND SECONDED BY ELAINE DAVIS. THE MOTION PASSED.

Brent then presented the PTASP Agency Safety Plan, which needed board approval.

MOTION: TO APPROVE THE 2026 SAFETY PLAN WAS MADE BY SCOTTY KITTS AND SECONDED BY ROB MATHIS. THE MOTION PASSED.

Director Holiway then introduced Jessica Stewart who reviewed the agency's new AI Policy. This included a Statement of Policy and Procedure, an Employee AI User Agreement & Acknowledgement, and an AI Software & Use Case Request Form.

MOTION: TO APPROVE THE NEW AI POLICY AS PRESENTED WAS MADE BY WADE CRESWELL AND SECONDED BY SCOTTY KITTS. THE MOTION PASSED.

Jessica then introduced the board to a policy that establishes the procedures ETHRA, as fiscal agent for the East Tennessee Local Workforce Development Area, uses to monitor financial controls for WIOA.

MOTION: TO APPROVE THE POLICY AND PROCEDURE FOR WIOA/WORKFORCE SERVICES FISCAL AGENT WAS MADE BY WADE CRESWELL AND SECONDED BY ROB MATHIS. THE MOTION PASSED.

Jessica wrapped up her presentation by stating that she is still working to correct some of the verbiage on our current Procurement Policies, which she will present at a future meeting.

OTHER BUSINESS

Director Holiway announced that the annual 2026 TAHRA Conference will be held September 15-18 in Gatlinburg for anyone who would like to attend.

ADJOURNMENT

Chairman Dykes asked if there was any further business and asked for a motion to adjourn. **The motion was made by Brian Langley and seconded by Wade Creswell.** The meeting concluded at 11:19 a.m.

X Rodney Dykes III 10/13/2026