

EAST TENNESSEE HUMAN RESOURCE AGENCY, INC.

Policy Council of the Board
Via Zoom
Knoxville, Tennessee 37923
January 12, 2021

The Policy Council of the East Tennessee Human Resource Agency Board of Directors held their regular Policy Council Meeting on January 12, 2021, via Zoom.

The following Policy Council members were present:

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| Trey Dykes, Chair | Cocke County |
| Mark Potts , Vice-Chair | Jefferson County |
| Joe Brooks, Secretary | Claiborne County |
| Jeff Tibbals, Treasurer | Scott County |
| Terry Frank | Anderson County |
| Anna Beth Walker | Claiborne County |
| Bill Brittain | Hamblen County |
| Tammye Pirie | Blount County |
| Ronda Davis | Jefferson County |
| Brian Langley | Morgan County |
| Lynn Ramsey | Cocke County |
| Ron Woody | Roane County |
| Jerry Johnson | Roane County |
| Windie Wilson | Knox County |
| Jack Qualls | Loudon County |
| Mike Byrd | Grainger County |
| E.L. Morton | Campbell County |
| Ed Mitchell | Blount County |
| Greg Leach | Campbell County |
| Jerri Etta Bishop | Grainger County |
| Ron Keeton | Scott County |

Other Attendees:

| | |
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| Glenn Jacobs | Knox County |
| Omer Cox | Roane County |
| Ron Williams | Knox County |
| Linda Fultz | Claiborne County |
| Andy Wallace | Anderson County |
| Ricky Luttrell | Rodefer & Moss |

PUBLIC COMMENTS

Chair Trey Dykes opened the meeting and asked if there were any public comments. There being none, the meeting was called to order.

CALL TO ORDER

The meeting was called to order by the Chair, Trey Dykes. Roll call was conducted and attendance was recorded.

MINUTES OF THE PREVIOUS MEETING

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

MOTION: TO APPROVE THE MINUTES AS WRITTEN. A MOTION WAS MADE BY RON WOODY AND WAS SECONDED BY JOE BROOKS TO APPROVE THE MINUTES AS WRITTEN. THE MOTION PASSED.

FINANCIAL REPORT

Mayor Jeff Tibbals reviewed the financial reports for the period ending NOVEMBER FY 2021. Mayor Tibbals asked if there were any questions regarding the financial report. There were no questions.

MOTION: TO ACCEPT ETHRA'S FINANCIAL REPORT FOR THE PERIOD NOVEMBER FY 2021 AS PRESENTED. MOTION WAS MADE BY JEFF TIBBALS AND SECONDED BY LYNN RAMSEY. THE MOTION PASSED.

NEW BUSINESS

No new business was brought before the board.

EXECUTIVE DIRECTOR'S REPORT

Mr. Holiway reported introduced Mr. Ricky Luttrell, lead auditor for Rodefer and Moss. Mr. Luttrell stated that the Audit report had previously been presented to the Audit Committee and was accepted; therefore, he was to present to the Policy Council. Mr. Luttrell stated that overall, the audit was a clean audit and for a third (3rd) year in a row, ETHRA had improved its' financial position and assets. Mr. Luttrell reported that only two (2) minor compliance issues to report were: 1) Out of the Federal Funds, an approximate +/- \$1200.00 within the Meals Program were identified as questionable. He explained that vendors were reimbursed approximately \$1200.00 more than actual meals served. 2). Transportation - the third-party, DATIS, payroll company had changed the threshold from 40 hours for a work week to 37.5 hours per week causing overtime wages in excess of approximately \$35, 140.00 to be paid. A timely review by DATIS was not performed; however, he stated that ETHRA management were currently still in process of reconciling and would report on the exact figure once confirmed.

Mr. Luttrell completed his review and report again reiterating that these two (2) minor findings were relatively of small significance when considering the size of the organization and therefore, he went on record as stating ETHRA had a clean audit.

Mr. Holiway then introduced Jessica Stewart, ETHRA Compliance Officer, to report, recommend and ask for board approval on two (2) ETHRA Policies.

Ms. Stewart first introduced the DOCUMENT RETENTION POLICY REVISION, which had previously been accepted by the Audit Committee.

She reported on the revisions as highlighted on hard copies each member received via USPS mail and e-mail (See enclosures).

MOTION: TO ACCEPT ETHRA'S REVISED DOCUMENT AND RETENTION POLICY AS PRESENTED. MOTION WAS MADE BY E. L. MORTON AND SECONDED BY MARK POTTS. THE MOTION PASSED.

Ms. Stewart reported and explained the Addendum to the Purchasing Policy and Procedures. Ms. Stewart reported that the Addendum to the Purchasing Policy and Procedures had been previously presented to the Audit Committee and was accepted. The Purchasing Policy and Procedure was last revised on 10/08/2019; however, an addendum dated 1/12/2021, was presented with changes of language added (see below) as well as Exhibit A, Purchasing Oversight Committee Review Form (See Enclosures).

"The Human Resources Director is hereby included as an additional member of the Purchasing Oversight Committee.

To avoid real or apparent conflicts of interest, a Purchasing Oversight Committee Member is not permitted to approve a transaction when the party who initiated the procurement is either the Committee Member, or a close relative or personal associate of the Committee Member.

Any review conducted by the Purchasing Oversight Committee must be documented on the POC Review Form (attached as Exhibit A), and signed and dated by at least two Committee Members. Completed POC Review Forms must be maintained by the IT/IS Director in the associated transaction files."

MOTION: TO ACCEPT ETHRA'S REVISED PURCHASING POLICY ADDENDUM AND EXHIBIT A, PURCHASING OVERSIGHT COMMITTEE REVIEW FORM AS PRESENTED. MOTION WAS MADE BY MARK POTTS AND SECONDED BY JOE BROOKS. THE MOTION PASSED.

Mr. Holiway then reported on the Bylaws Amendments. He explained that during the recent Sunset Audit, a creation of an Executive Committee needed to be formed to comply with the auditors and to the commitment made to legislature; therefore, he requested the Bylaws be amended to reflect this change. The Executive Committee should be comprised of four officers and up to five others for ratification. (See Enclosures).

MOTION: TO ACCEPT ETHRA'S BYLAWS AMENDMENT TO REFLECT AN EXECUTIVE COMMITTEE BE CREATED FOR COMPLIANCE AS PRESENTED. MOTION WAS MADE BY JOE BROOKS AND SECONDED BY E. L. MORTON. THE MOTION PASSED.


Mr. Holiway reported on the second request amendment of the Bylaws. He stated that an amendment be made indicated that all non-elected Governing Board Members who fail to attend at least 50% of the scheduled Policy Council meetings during their annual term will not be eligible for re-election to the Policy Council in the succeeding year.

MOTION: TO ACCEPT ETHRA'S BYLAWS AMENDMENT FOR ATTENDANCE REQUIREMENTS FOR ALL NON-ELECTED GOVERNING BOARD MEMBERS AS PRESENTED. MOTION WAS MADE BY JOE BROOKS AND SECONDED BY E. L. MORTON. THE MOTION PASSED.

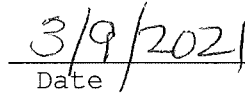
Mr. Holiway gave an update on ETHRA's COVID-19 issues. ETHRA is still complying with all CDC guidelines, incorporating safety windows, taking temperatures at entries of each building, screening any visitors, and following all procedures for all employees who have and are testing positive for have been exposed.

OTHER BUSINESS

Hearing no further business, Trey Dykes made the motion to adjourn. Seconded by Ron Woody.



Signature



Date