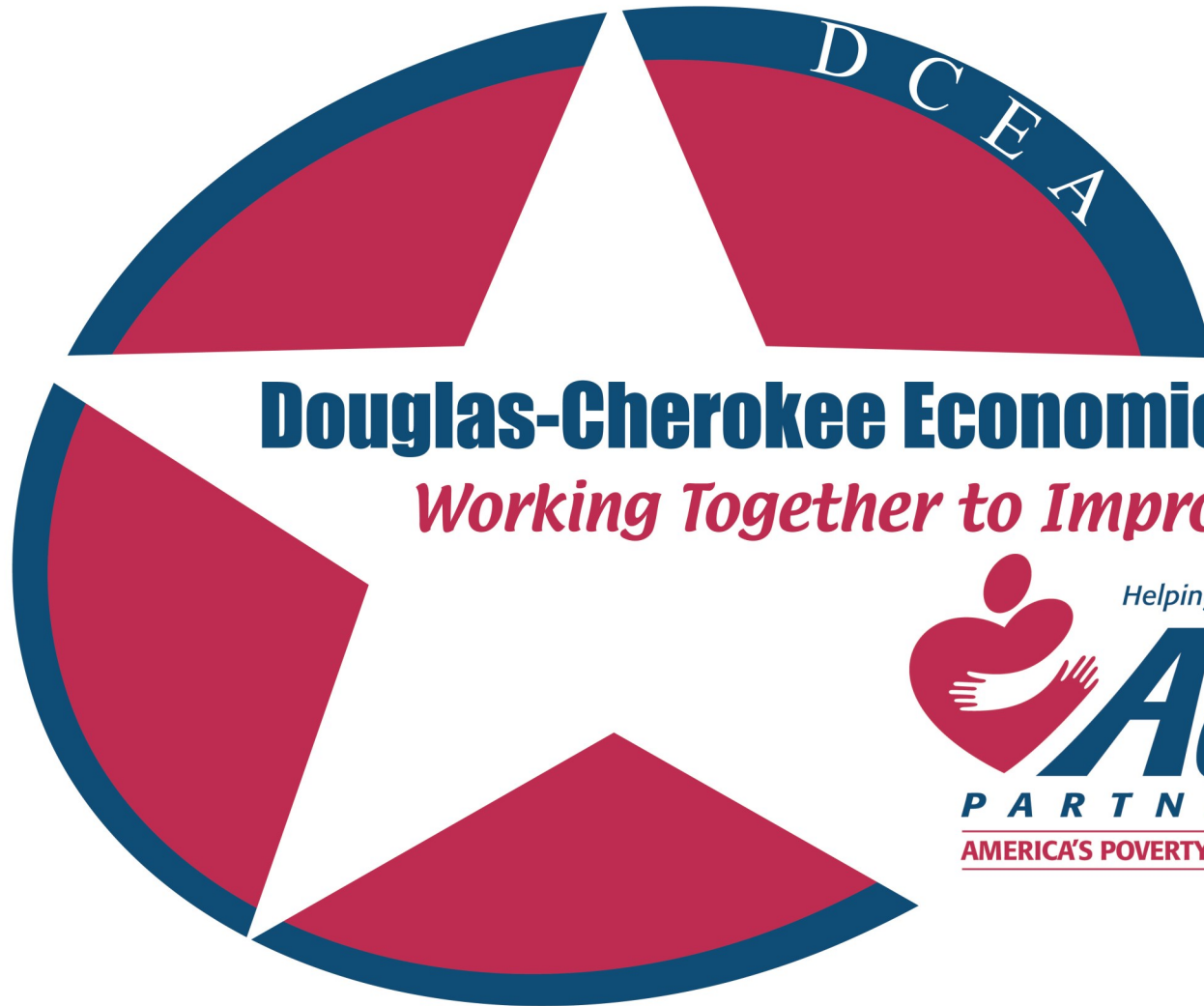


**Douglas-Cherokee Economic Authority, Inc.**

*Working Together to Improve People's Lives*



2013-2014  
Annual Report



**Douglas-Cherokee Economic Authority, Inc.**  
*Working Together to Improve People's Lives*



# Douglas-Cherokee Economic Authority, Inc.

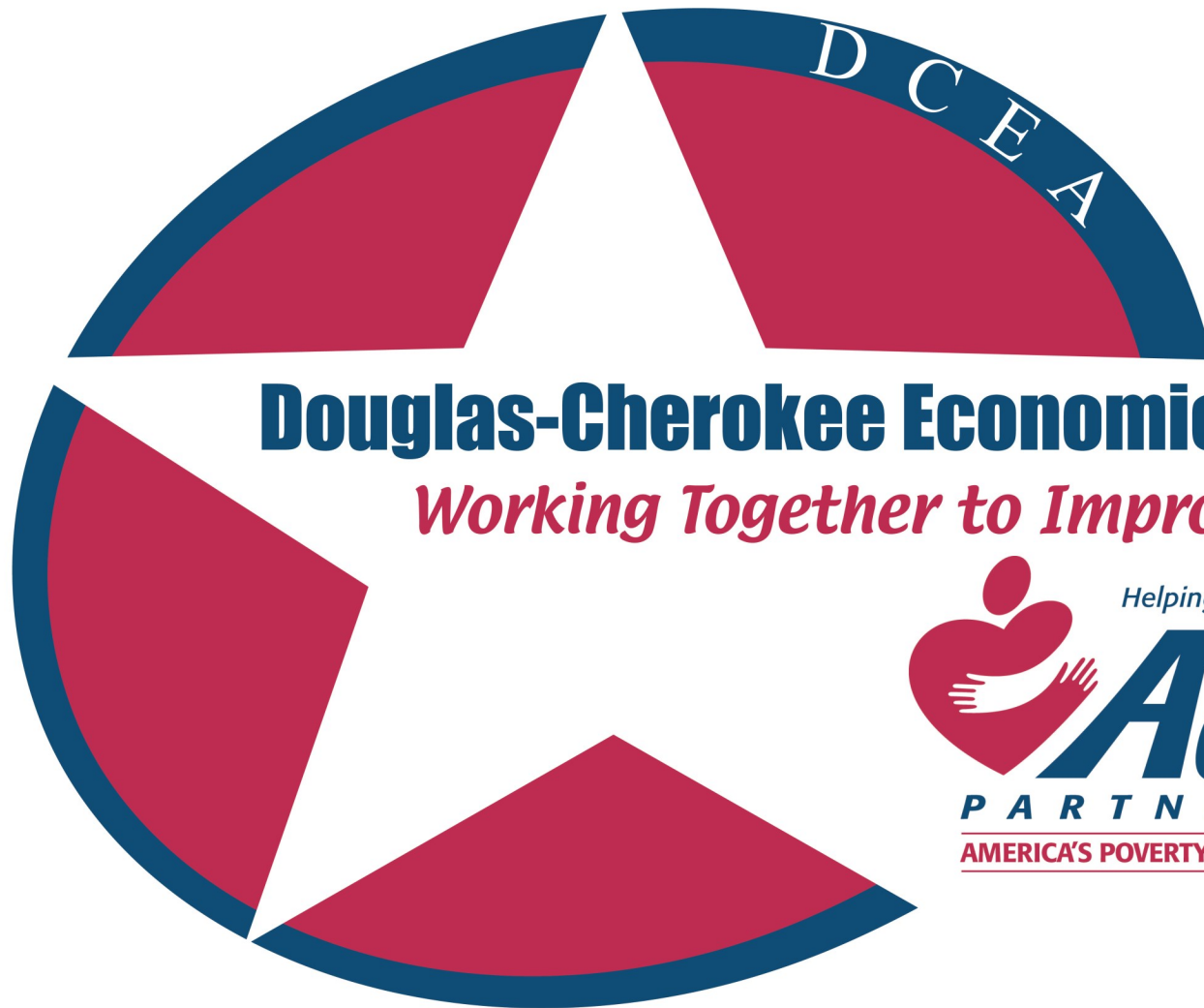
## 2013-2014 Annual Report

Susan Luker, Executive Director  
Mary Jones, Director of Planning  
David Sigler, Fiscal Officer  
Linda Stewart, Director of Human Resources

Megan Barnard, Budget & Compliance Manager  
Sarah Childress, Administrative Operations Manager  
Vikki Easley, Receptionist  
Carol Love, Payroll Specialist  
Jeanie Ray, Accounts Payable Specialist  
Betty Riddle, Accounting Manager  
Kelly Reed, Outcomes Manager  
Mary Ann Rush, General Ledger Specialist



We hope you enjoy the calendar as a reminder throughout 2015 that everyone involved with Douglas-Cherokee is doing their part to keep the Agency strong while we are *"Working Together to Improve People's Lives."*



# **Douglas-Cherokee Economic Authority, Inc.**

*Working Together to Improve People's Lives*



*Helping People. Changing Lives.*

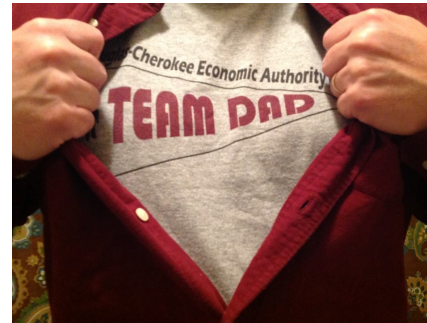
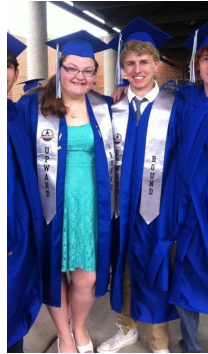
**community  
Action<sup>®</sup>**

**PARTNERSHIP**

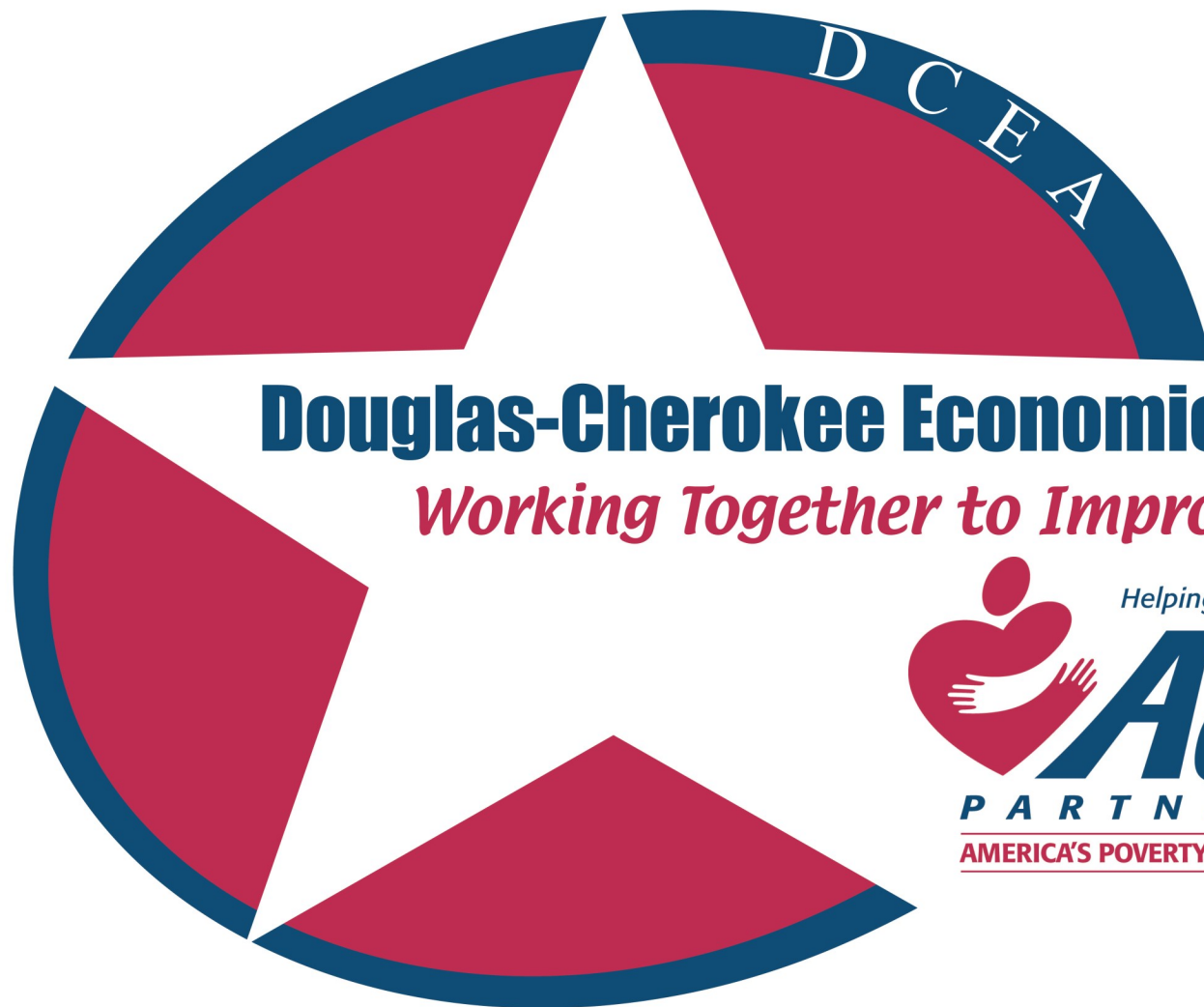
**AMERICA'S POVERTY FIGHTING NETWORK**



**Douglas-Cherokee Economic Authority, Inc.** is a Community Action Agency serving six (6) rural counties in East Tennessee- Cocke, Grainger, Hamblen, Jefferson, Monroe and Sevier. The purpose of the Agency is to help families living in poverty improve their lives by providing them with assistance and services that they are not able to provide for themselves. The focus of the Agency is to help people help themselves.



Douglas-Cherokee's mission is to provide resources, tools and opportunities that help low-income families and individuals of all ages achieve personal, economic and social stability.



**Douglas-Cherokee Economic Authority, Inc.**

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*Helping People. Changing Lives.*

**community  
Action**<sup>®</sup>

**PARTNERSHIP**

**AMERICA'S POVERTY FIGHTING NETWORK**



# January 2015



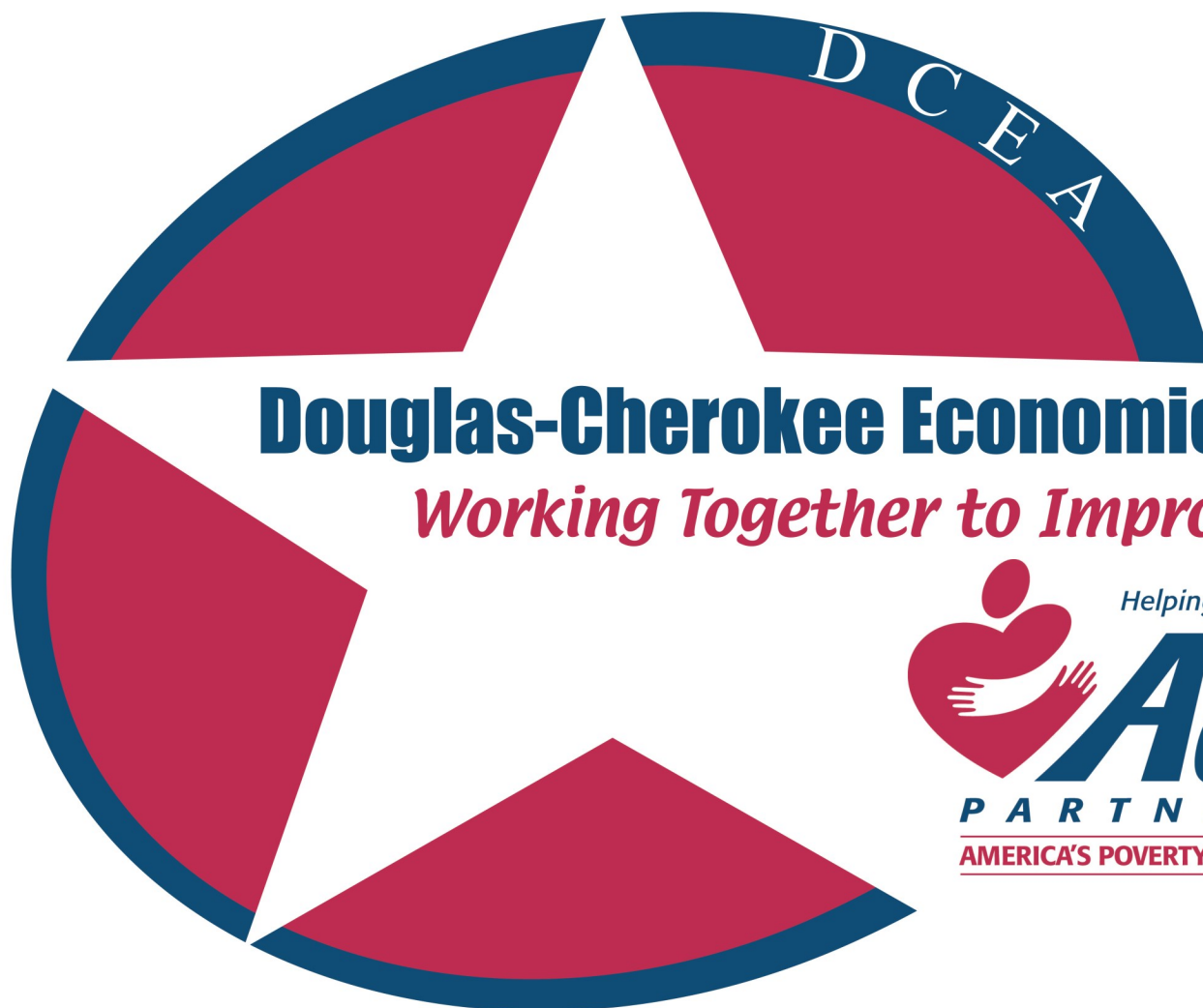
The Educational Opportunity Center is a U.S. Department of Education Federal TRiO program designed to serve 1,000 low-income, first generation college clients. Its primary goal is to assist those without high school diplomas to earn a GED and to enable those with diplomas or equivalent to enroll in college or technical programs. EOC provides assistance

in completing admissions and financial aid applications. The project also provides additional services including career assessment and college loan default help. Douglas-Cherokee Economic Authority, Inc.'s Educational Opportunity Center has been in existence since 2002 and currently serves 1,000 adults in Claiborne, Cocke, Grainger, Hamblen, Hancock, Jefferson and Monroe Counties each year. All services are FREE!!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1 New Year's Day</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8 DCEA Board Mtg.</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19 MLK Holiday</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>



## Educational Opportunity Center



**Douglas-Cherokee Economic Authority, Inc.**

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# February 2015



Upward Bound is a direct result from the Higher Education Act of 1965 started by President Lyndon Johnson's "War on Poverty". It is monitored and funded by the United States Department of Education and is sponsored by Douglas-Cherokee Economic Authority (DCEA). This program is designed to help first-generation and low-income high school students meet their goal to graduate from college. Upward Bound is part of the Federal

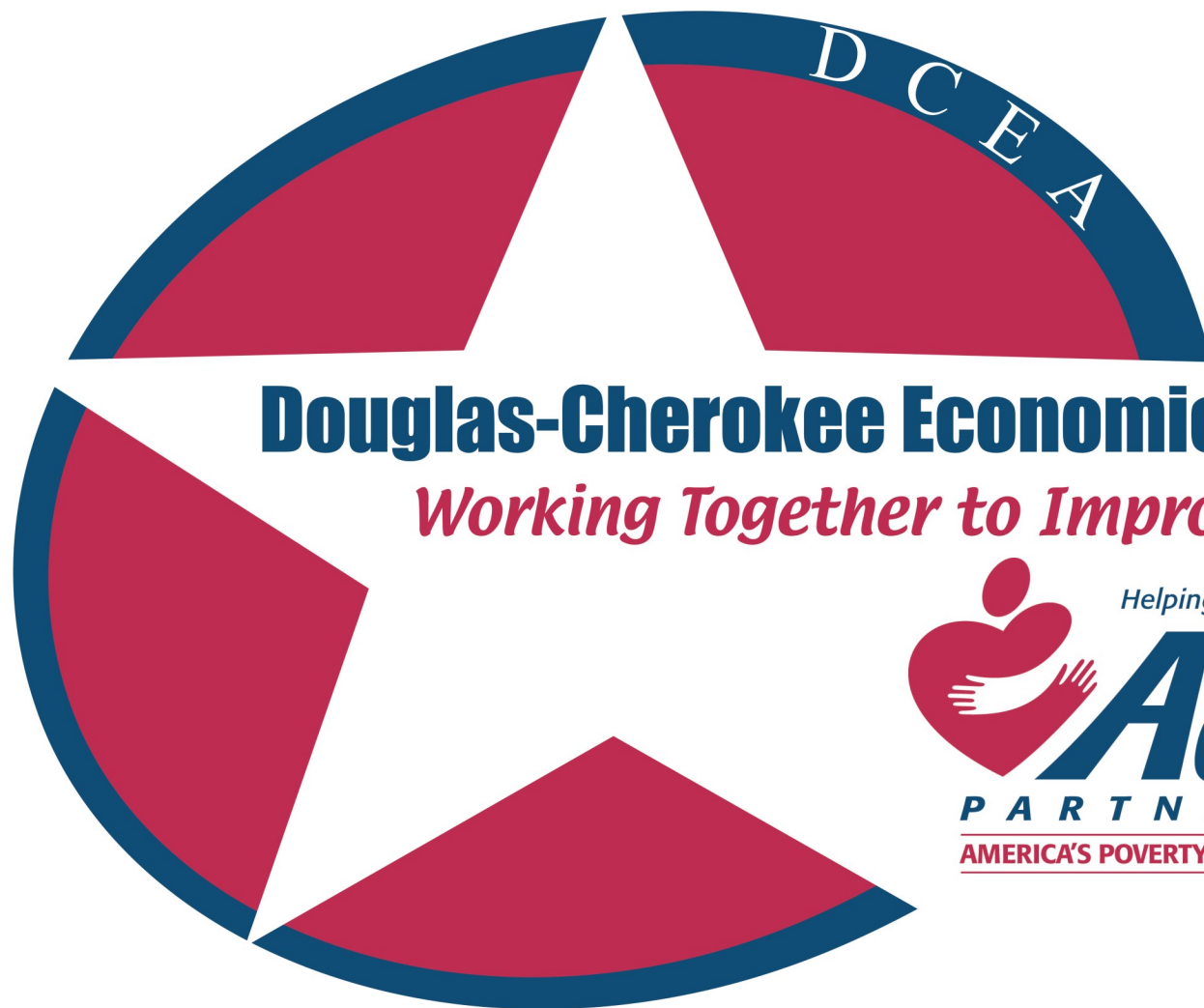
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> <b>President's Day</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

Appalachian Upward Bound



(TRiO) family of federal outreach programs. The Federal TRiO Programs are federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRiO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post baccalaureate programs.

DCEA currently sponsors two Upward Bound programs. Appalachian Upward Bound I serves Morgan and Scott counties, while Appalachian Upward Bound II serves Grainger and Hawkins counties. Together, the programs serve 150 area high school students annually in a very intensive outreach program. To qualify, a student must meet family income guidelines, be a first generation college student, or show academic need. DCEA has sponsored Upward Bound for nearly twenty years.



# **Douglas-Cherokee Economic Authority, Inc.**

*Working Together to Improve People's Lives*

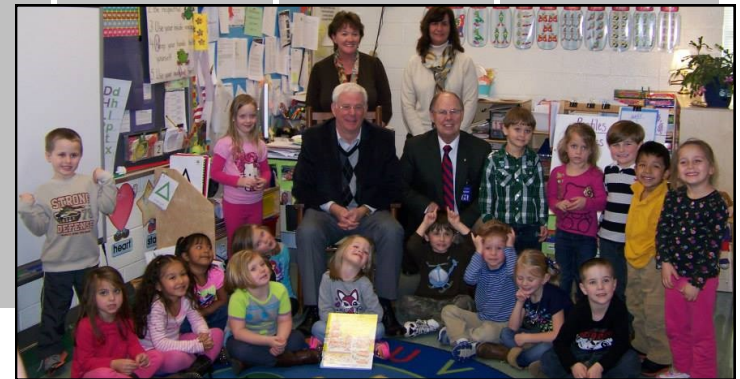


# March 2015

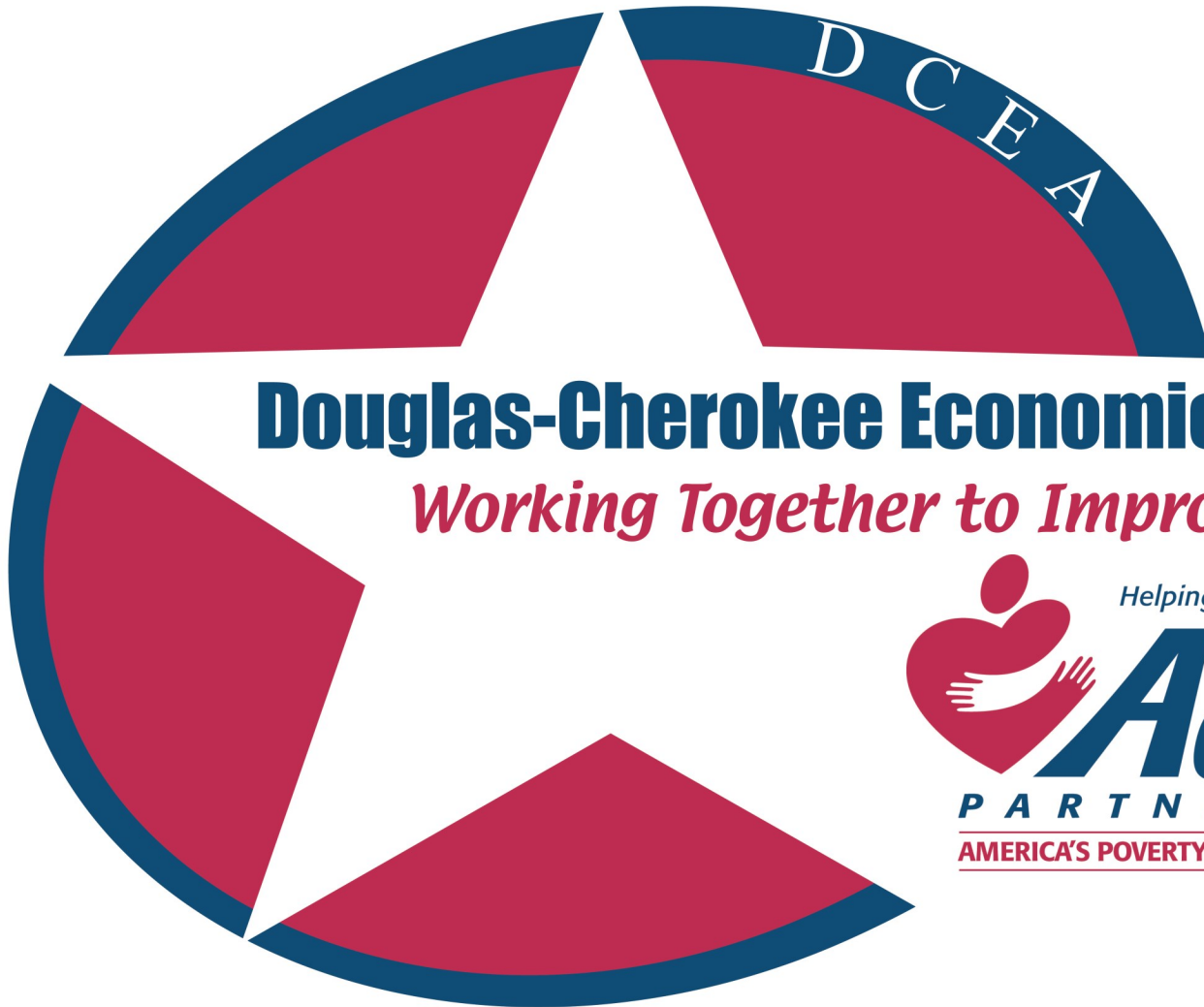
The Hamblen County Workforce Development and Education partnership is a new program of Douglas-Cherokee Economic Authority, Inc. that helps youth and young adults to prepare for successful careers. The program is funded by six entities and a local grant. The entities are Douglas-Cherokee Economic Authority, Inc., Morristown City Government, Hamblen County Government, Hamblen County Board of Education, HC\*Excell and Morristown Chamber of Commerce.

The grant is a three year grant of \$30,000, \$10,000 each year, funded by the Alcoa Howmet Foundation. Alcoa Howmet is a large, local employer who is very invested in the community and the development of its workforce. The program has had several successes such as helping to facilitate a Teachers Externship which allowed 36 teachers to participate in a yearlong program educating them on the soft and hard skills needed for industry including allowing them to work for one full week in one of the manufacturing facilities. Other activities include resume presentations conducted at the high school level for over 300 students; donation of workforce development books suggested by the Department of Labor to all the Pre-K classes in the Hamblen County School System; participating in the Junior Achievement BizTown program which is a workplace simulation for 5<sup>th</sup> graders; coordinating industry tours for high school classes; and helping the community with workforce related events and activities including the recruiting of TN Promise and mentors. As the program moves forward they are preparing for one-of-a-kind Career Day in Hamblen County Schools called "View to the Future: Career Explorations" on March 3, 2015.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12 DCEA Board Mtg</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				



## Workforce Development



**Douglas-Cherokee Economic Authority, Inc.**

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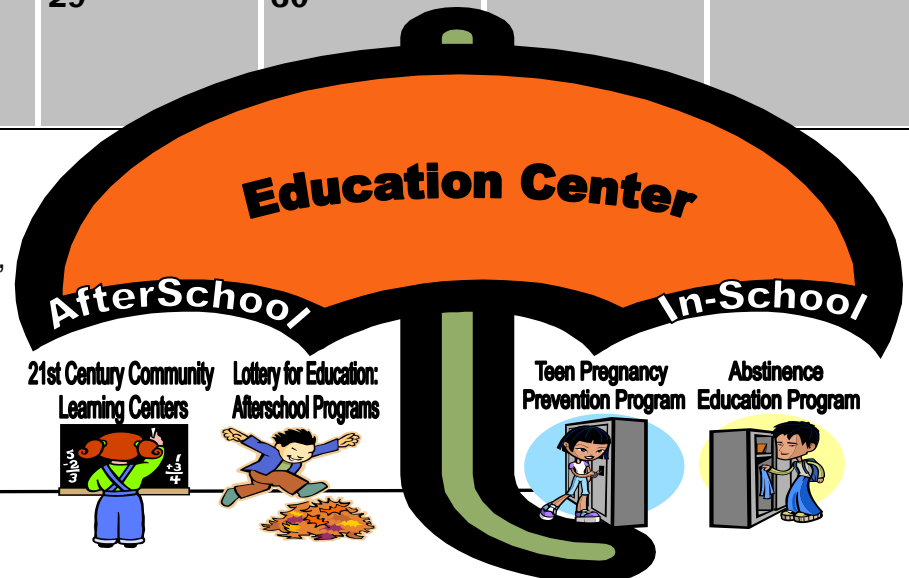


# April 2015

The DCEA Education Center incorporates State, Federal, and private educational funding in programs designed to give students and adults more resources to become successful. Current funding for educational programs include 21st Century Community Learning Centers, Lottery for Education: Afterschool Programs, Teen Pregnancy Prevention and Abstinence

Education. In-school and after-school programs give an extra boost to academically and behaviorally at-risk students through homework help, individual and small group tutoring sessions, character education programs, computer-based educational programs and hands-on enrichment activities.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Good Friday	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



Education Center



**Douglas-Cherokee Economic Authority, Inc.**

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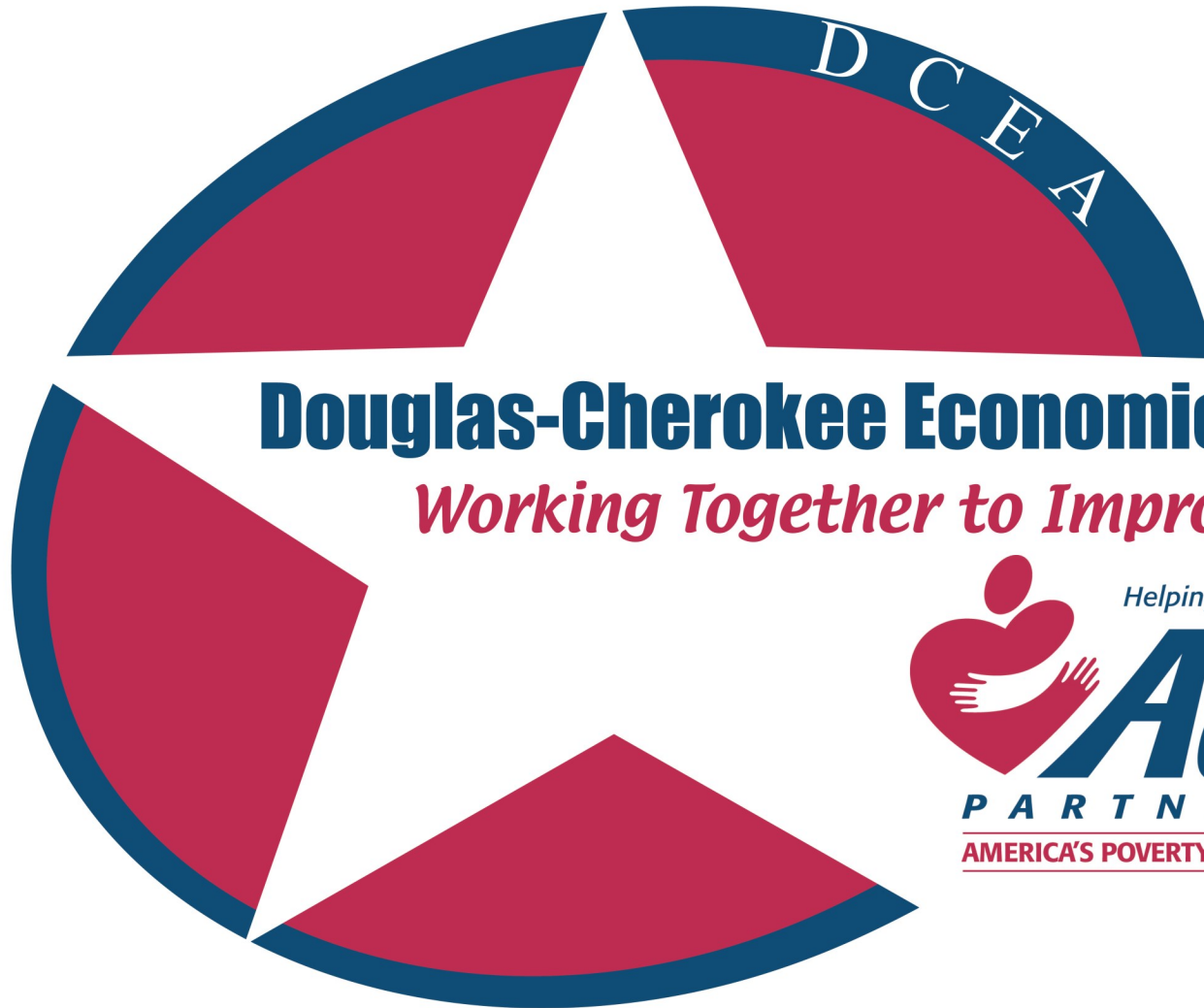
# May 2015

Workforce Investment Act (WIA) Youth Development Program for Greene County's purpose is to provide youth with services to enhance their future employability. A broad range of coordinated services are available to assist youth in meeting their academic and career goals. These services include; paid and unpaid work experience; summer employment; leadership development; adult mentoring; occupational skills training; guidance and counseling services; support services; and follow-up services provided for one year after completion of program.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14 DCEA Board Mtg</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25 Memorial Day</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>						



# WIA



**Douglas-Cherokee Economic Authority, Inc.**  
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# June 2015

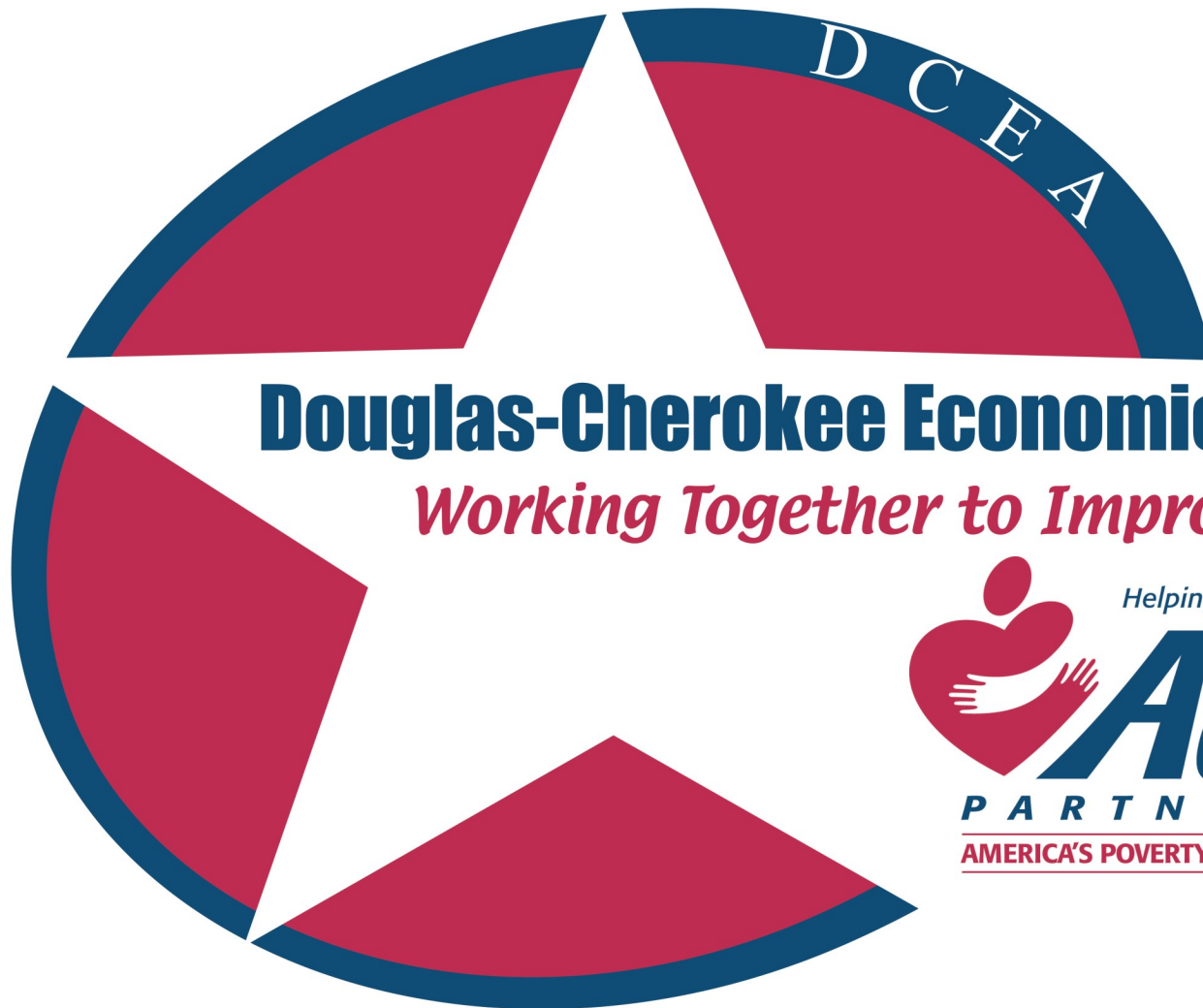
DCEA Rental Management has developed and managed rental housing for over twenty-nine years. The staff manages 60 subsidized apartment complexes, totaling 1566 units in a twenty-four county area in East and Middle Tennessee. One of Rental Management's greatest attributes is affordability. Because a majority of the properties are governmentally subsidized, rent is based on income and many complexes offer furnished utilities. This enables the program to provide housing that does not leave residents choosing between paying bills and buying groceries.

Rental Management's apartment managers and service coordinators work day-to-day with residents to assess needs in their communities and provide solutions. With the help of partnerships with other Community Action Agencies, many complexes are able to provide Meals on Wheels and food commodity distribution deliveries to residents. Managers and service coordinators also organize blood pressure and flu shot clinics, fire safety classes, and many other activities, including social events, to enrich residents' quality of life.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				



## Rental Management



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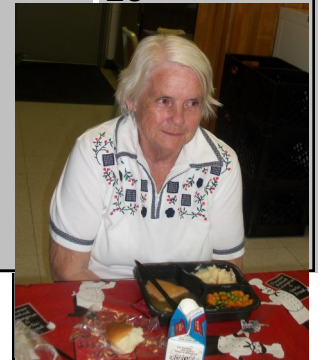


# July 2015

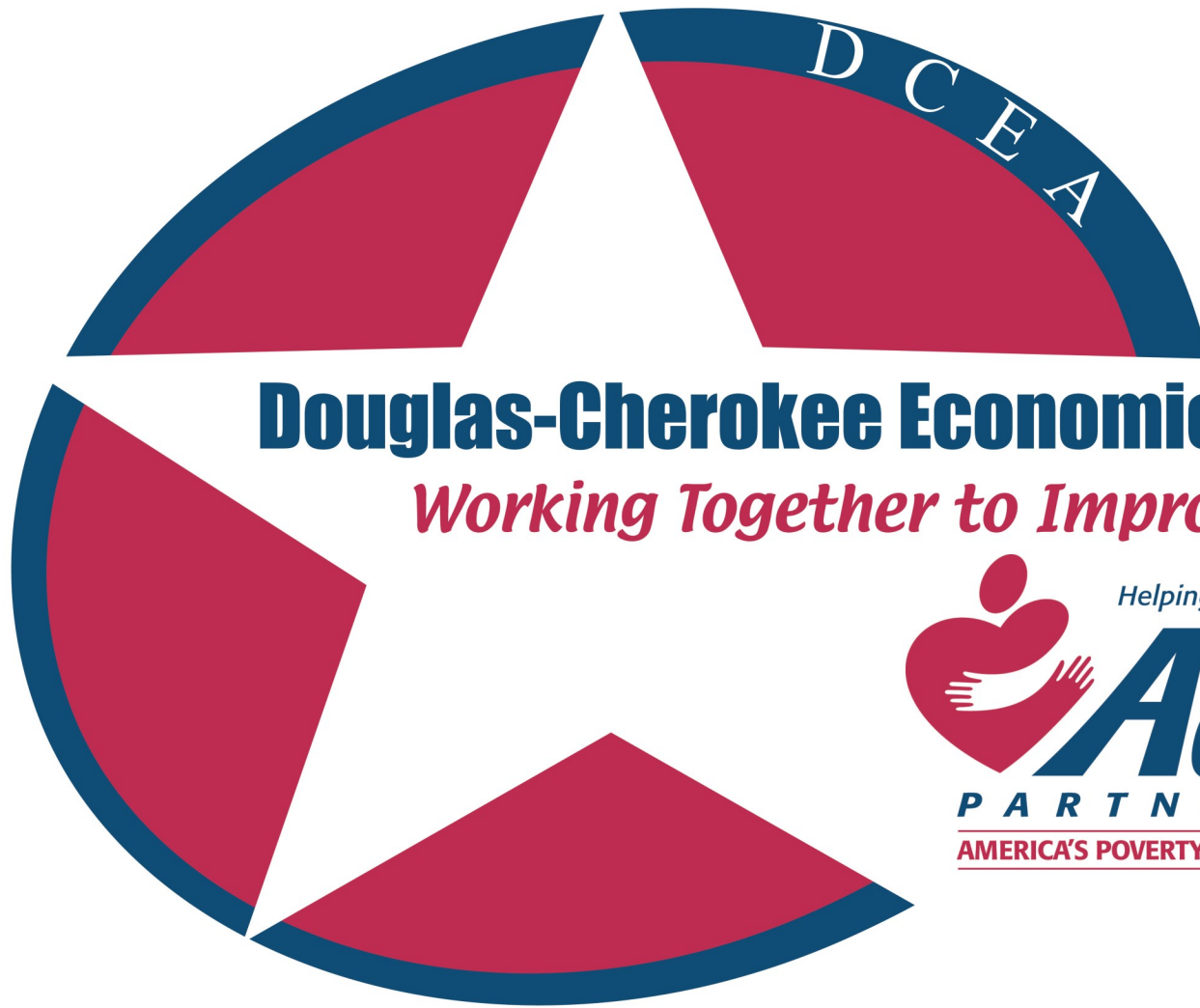
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 4th of July
5	6	7	8	9 DCEA Board Meeting	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

The Senior Nutrition Program provides home delivered meals to homebound senior citizens and congregate meals at senior centers and other designated locations for those who are still active enough to get out. Home delivered meals ensure that

our homebound participants receive at least one hot, nutritious meal per day and they also receive the benefit of someone checking in on them thus allowing them to remain independently in their homes for a longer period of time. Our congregate program promotes staying active and healthy by giving seniors a reason to get out of the house and enjoy food and fellowship with others. Senior Nutrition meals provide 1/3 of the recommended daily nutrition requirements for senior adults.



## Senior Nutrition Program

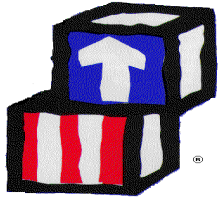


# **Douglas-Cherokee Economic Authority, Inc.**

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# August 2015



DCEA Head Start and Early Head Start began in the summer of 1965 providing comprehensive child development services to economically disadvantaged children and their families with a focus on assisting preschoolers to develop the social, early literacy and math skills they need to be successful in school. The program stresses parent engagement in their child's education and towards meeting family goals. Early Head Start services for pregnant women, infants and toddlers began in 2003. DCEA

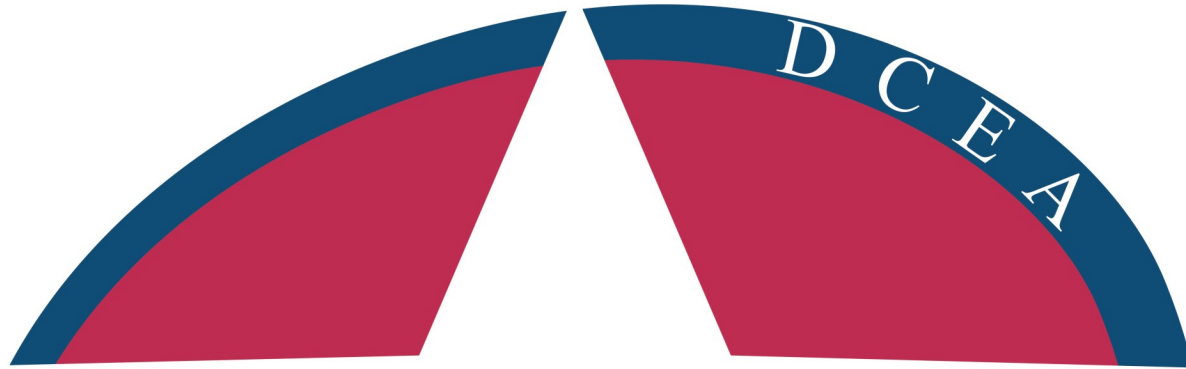
receives funding for 1058 slots. Currently Head Start serves 986 preschoolers and Early Head Start serves 72 pregnant women, infants and toddlers. Children attend the classrooms 4-5 days per week between 5-6.5 hours each day.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					



Learning in the community.

## Head Start and Early Head Start



# **Douglas-Cherokee Economic Authority, Inc.**

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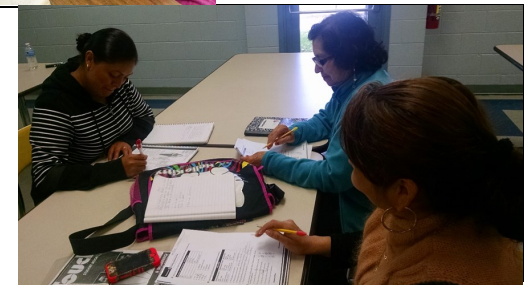




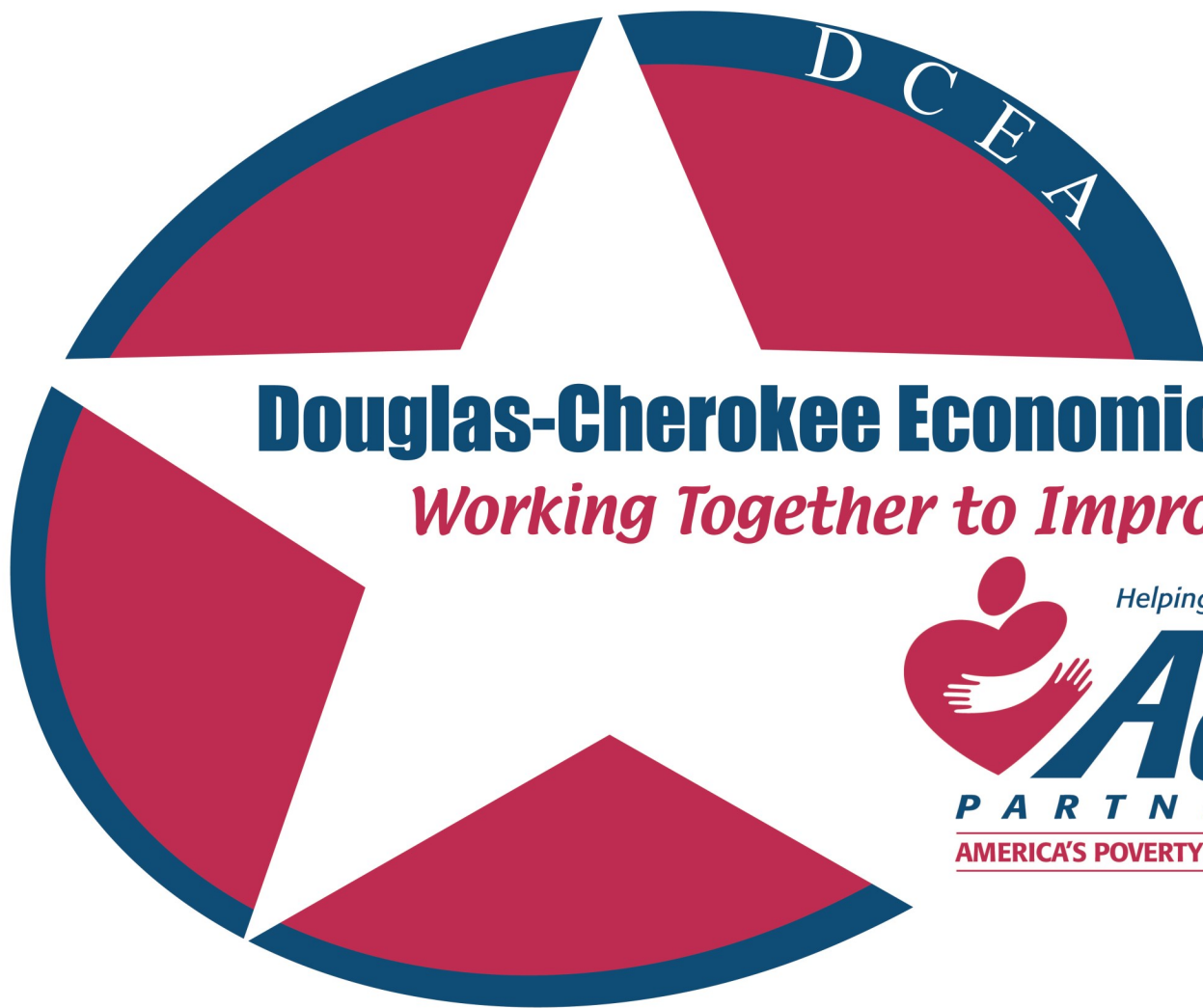
# September 2015

The Adult Education provides educational opportunities for those adults who have not completed high school. It also provides basic skill upgrades in reading, writing and/or math below a 12.9 grade level equivalency. English for Speakers of Other Languages (ESOL) is for those individuals wishing to learn to read, write and speak the English language.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Labor Day	8	9	10 DCEA Board Meeting	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



## Adult Education



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# October 2015

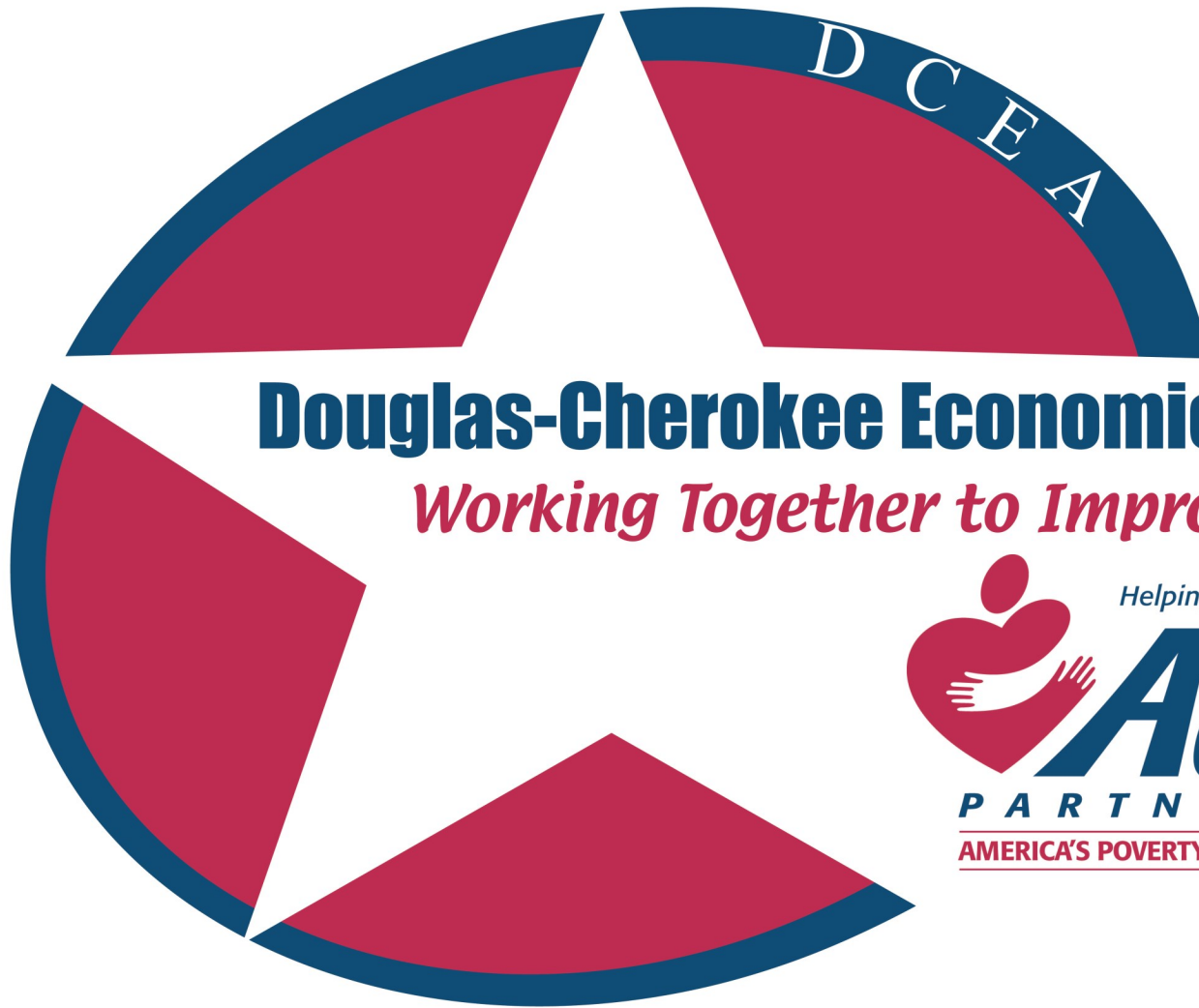
The Neighborhood Service Centers are funded primarily by the Community Services Block Grant (CSBG) through the TN Department of Human Services and the Low Income Home Energy Assistance Program (LIHEAP). The Centers provide emergency services in the form of vouchers for limited help with rent/mortgage evictions, utility disconnect notices, food, medical needs, and other emergency items. They also distribute USDA

Surplus Commodity food, provide job placement services, and provide limited home visits and errands for elderly and disabled clients. The Low Income Home Energy Assistance Program can help clients with a one time voucher payment per fiscal year on either their electric bill, natural gas bill, propane, kerosene, oil or firewood. This program ensures that many of our communities' most vulnerable citizens such as disabled, elderly and small children under the age of 6 years old will be able to have suitable sources of energy for our very cold winters and extremely hot summers. This program serves over 8,000 households in our 6 county area.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12 Columbus Day</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>



## Neighborhood Service Centers



**Douglas-Cherokee Economic Authority, Inc.**  
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# November 2015

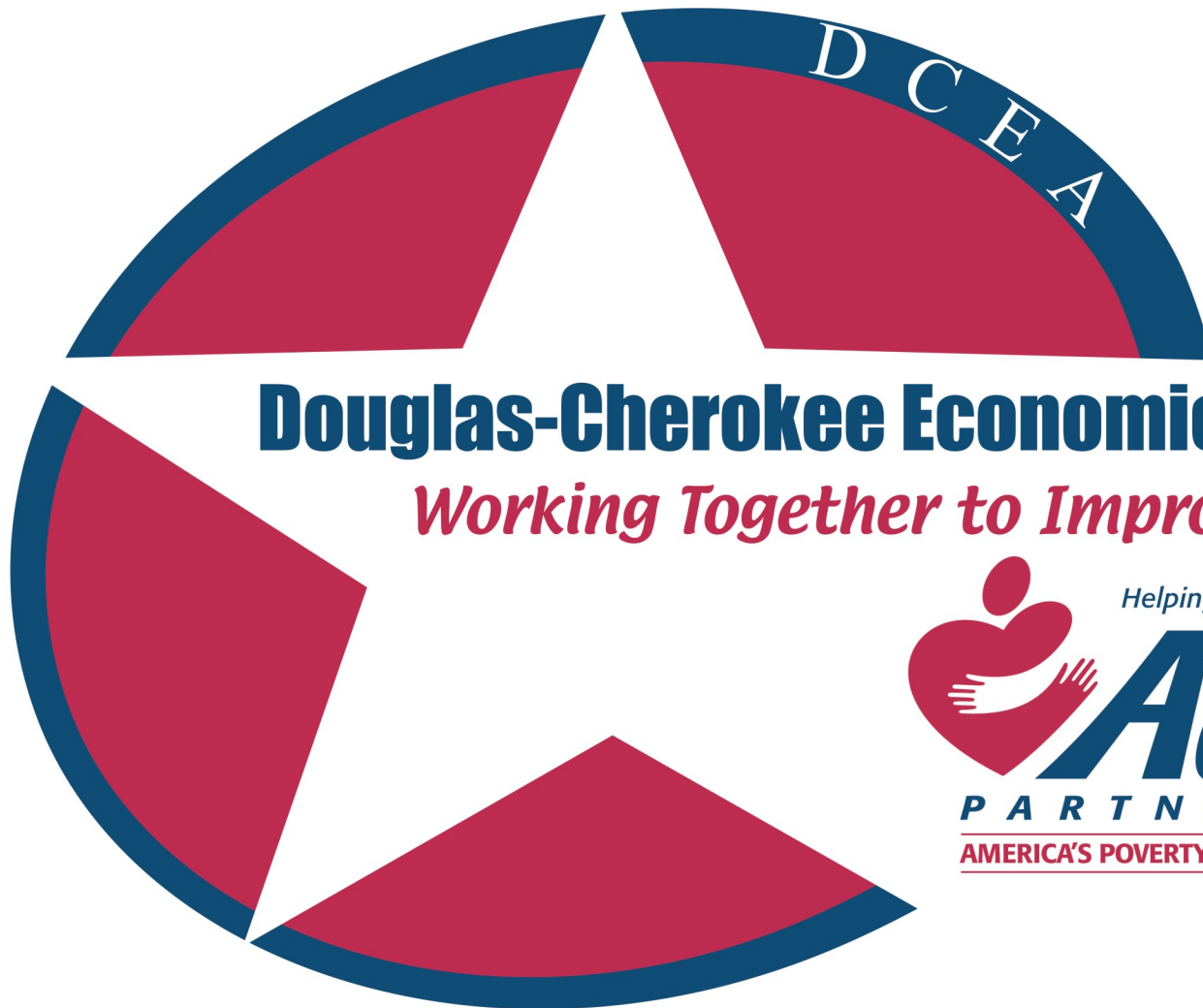
Talent Search is a federally funded TRiO program funded through the Department of Education. The main focus of the program is to encourage low-income, potential first generation students in 7th-12th grade to complete a post-secondary program. These pictures are from college and cultural trips. The ETS Program at DCEA provides services including: career

exploration, ACT preparation, goal setting, leadership skills, study skills, college exploration and planning, financial literacy and assistance with FAFSA Financial Aid & College Admissions Applications, campus visits to local colleges & universities and a summer college & cultural enrichment program (shown in the pictures). All services are provided FREE. All the Educational Advisors work within the high schools in their respective county in office space donated by the school systems we serve. The program serves approximately 800 students each year in grades 7-12 within the five counties served.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26 Thanksgiving Day</b>	<b>27 DCEA Holiday</b>	<b>28</b>
<b>29</b>	<b>30</b>					



## Talent Search



**Douglas-Cherokee Economic Authority, Inc.**

*Working Together to Improve People's Lives*





# December 2015

Because every time  
a dad wins, so does a kid!

Team DAD is a Responsible Fatherhood project which assists lower income, younger fathers toward economic stability and improved parenting skills. The program works with men in Cocke, Grainger, Hamblen, Jefferson, Monroe and Sevier Counties and is funded by the U.S. Department of Health and Human Services. In the three years since it was introduced, TEAM DAD has worked with nearly 800 men — representing more than 1,200 children.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 DCEA Holiday	24 DCEA Holiday	25 Christmas	26
27	28	29	30	31		



## JOB COACHING

Helping dads  
find jobs

## FATHERING CONNECTION

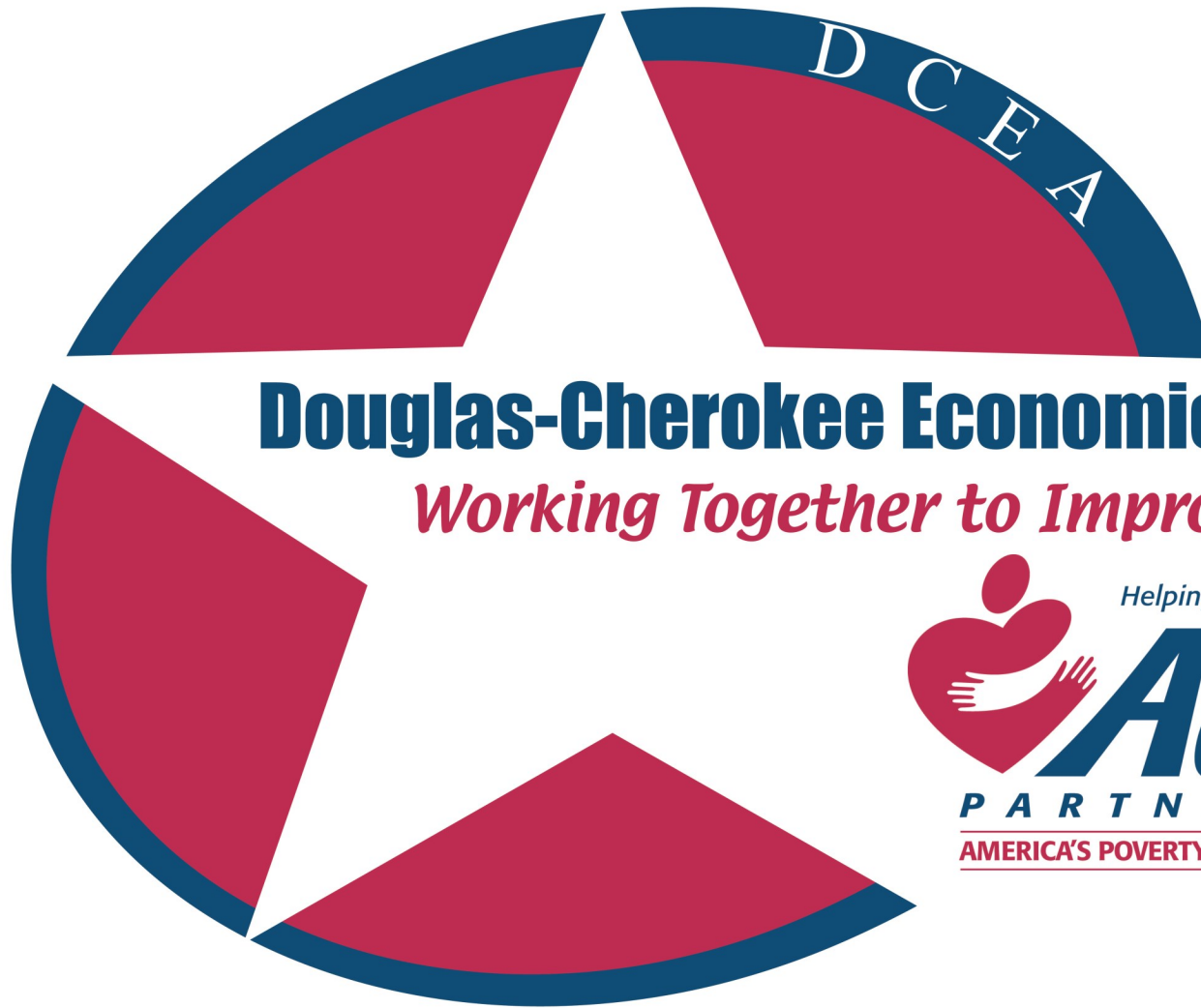
Parenting discussion  
group just for guys

## LIFE-LINKS

Connecting fathers  
to community resources

## Responsible Fatherhood





**Douglas-Cherokee Economic Authority, Inc.**

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## DCEA FY14 Expenditures

Early Childhood	11,068,222
Neighborhood Centers	4,042,931
TRIO	1,049,679
WIA	58,463
Education Center	2,407,162
Senior Programs	900,687
Housing Programs	1,900,340
State of Tennessee Grant	22,050
YouthBuild and Adult Education	255,678

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**Agency Total**

**21,705,212**



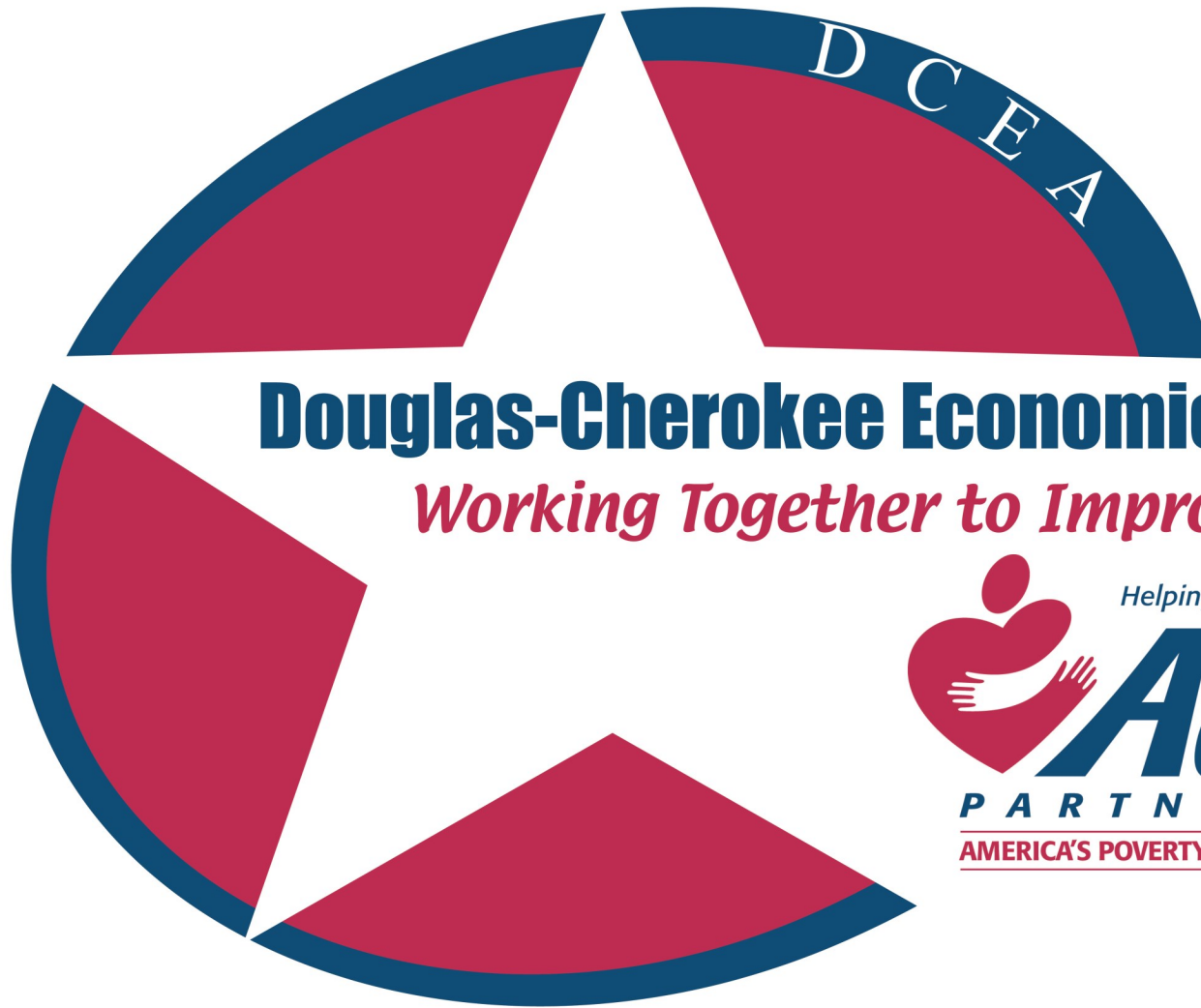
170,157 volunteer hours were donated by community members working with Community Action to improve conditions in the community.

## Client Characteristics

40,470 clients from 13,521 families were served by programs operated by Douglas-Cherokee during FY14.

Of those clients:

- ⇒ 18,212 were male
- ⇒ 22,258 were female
- ⇒ 36.3% had less than a high school education
- ⇒ 45.5% had high school diploma or GED
- ⇒ 18.2% had some college or a two or four year degree
- ⇒ 90.1% were white
- ⇒ 4.1% were Black or African American
- ⇒ 5.8% were Hispanic/Latino or other races
- ⇒ 40.9% own their own home
- ⇒ 54.9% rent their home
- ⇒ .3% were homeless
- ⇒ 3.9% live with others
- ⇒ 36% were single person households
- ⇒ 22% were single parent households
- ⇒ 29% were two parent households
- ⇒ 13% were two adults, no children



# **Douglas-Cherokee Economic Authority, Inc.**

*Working Together to Improve People's Lives*



44 low-income participants reduced barriers to initial or continuous employment by completing post-secondary education and obtaining a certificate or diploma.

3,672 youth who participated in enrichment programs increased their academic, athletic, or social skills for school success.

158 participants completed ABE/GED and received a certificate or diploma.

253 participants had barriers to employment reduced or eliminated by obtaining skills/competencies required for employment.

316 individuals who were unemployed obtained a job.

787 youth who participated in development or enrichment programs have reduced involvement with the criminal justice center.

336 clients were enrolled in telephone lifeline services with the assistance of the agency with an expected savings of \$33,344.

598 children who participated in pre-school activities were developmentally ready to enter kindergarten.

9,219 clients received emergency fuel or utility payments and had barriers to unemployment reduced by obtaining non-emergency LIHEAP assistance.

889 clients received emergency food and 2,972 elderly and disabled clients received non-emergency food assistance.

3,650 youth who participated in enrichment programs improved their social and emotional development.

2,813 youth who participated in enrichment programs improved their health and physical development and 2,240 avoided risk-taking behavior for a defined period of time.

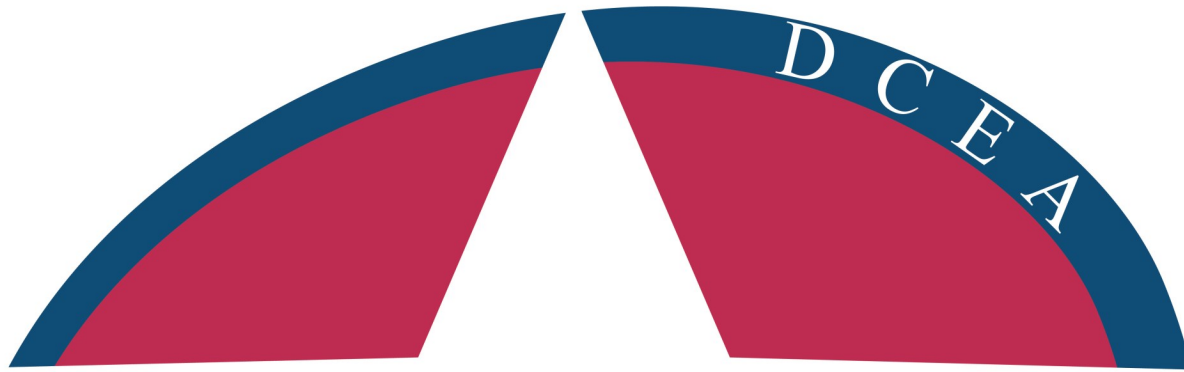
5,700 senior citizens were helped to maintain an independent living situation as a result of services received from DCEA programs. 724 of those seniors were also individuals with disabilities.

1,045 clients received emergency rent or mortgage assistance.

1,184 infants and children obtained age appropriate immunizations, medical and dental care.

1,303 low-income clients were engaged in non-governance community activities or groups created or supported by Community Action.

**A big “Thank You” goes out to all of the caring, dedicated employees of the Agency. Regardless of how much funding we receive or how many programs we operate, our Agency depends on hardworking, responsible employees to deliver the services. DCEA’s employees are the best!!**



# **Douglas-Cherokee Economic Authority, Inc.**

*Working Together to Improve People's Lives*

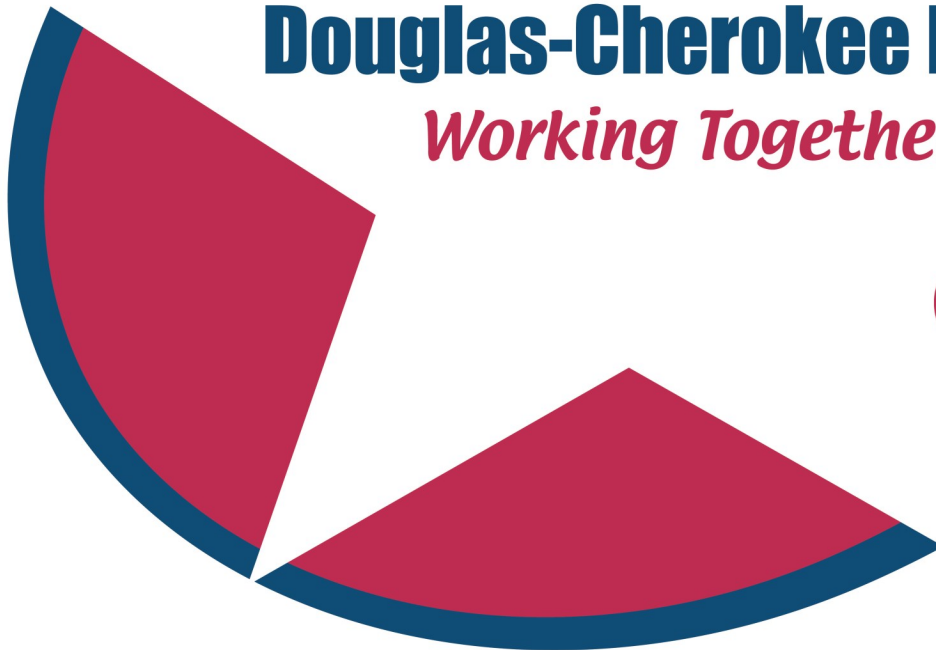


*Helping People. Changing Lives.*

**community  
Action<sup>®</sup>**

**PARTNERSHIP**

**AMERICA'S POVERTY FIGHTING NETWORK**





# 2014 Board of Directors

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Charlotte Tweed  
Barbara Barnes

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**Chair**

**Michael Collins**  
**Vice Chair**

**Roxanne Bowen**  
**Secretary**



Community Services Block Grant (CSBG) funding provides the base funding for Community Action Agencies (CAAs). CSBG requires the local CAA's to have tripartite governing boards in order to gain and retain designation as eligible entities to receive CSBG funding. A minimum of one-third of the tripartite board members must be democratically elected representatives of the low-income populations of the geographic area served by the agency. One-third of the members must be local elected officials or their representatives. The remaining members must be chosen from "business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served." In addition, the Improving Head Start for School Readiness Act of 2007 requires that membership include a licensed attorney familiar with issues that come before the governing body, a parent of a current or former Head Start child and members with expertise in fiscal management and expertise in early childhood education.



**The Administrative Staff thanks the Board of Directors for their willingness to donate their time and energy in providing oversight and guidance as we work to provide needed services to our clients.**

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