

**SOUTH CENTRAL HUMAN RESOURCE AGENCY  
GOVERNING BOARD MEETING  
JANUARY 25, 2024**

**MINUTES**

The South Central Human Resource Agency Governing Board Meeting, was called to order by Chairman Jim Mangubat on January 25, 2024, at 11:00 am, held at the central office in Fayetteville, TN. County Mayor Bill Newman gave the invocation and led the Pledge of Allegiance.

Executive Assistant Rebecca Palmer called the roll and declared a quorum with the following in attendance:

Mr. Charles Sain  
County Mayor Jim Bates  
Mr. Rick Humphrey  
County Mayor Jonah Keltner  
County Mayor Bill Newman  
Mayor Donna Hartman  
Mr. Anthony Taylor  
County Mayor Mike Keny  
Mr. R.L. Williams  
Mr. Gary Stovall  
County Executive Jim Mangubat  
Mrs. Peggy Lewis  
Mr. Xavier Hamler  
Mr. Michael Crane  
Judge John Damron

Coffee Co. Low-Income Rep.  
Hickman County  
Hickman Co. Low-Income Rep.  
Lewis County  
Lincoln County  
City of Fayetteville  
Lincoln Co. Low-Income Rep.  
Marshall County  
Marshall Co. Low-Income Rep.  
Maury Co. Low-Income Rep.  
Wayne County  
Head Start/EHS Representative  
Early Childhood Ed. Representative  
Financial Representative  
Legal Representative

Others in attendance were Blake Neely, with Senator Blackburn's Office, and the SCHRA senior staff members.

**Public Comment:** None

**Additions to Agenda:**

Chairman Jim Mangubat requested a motion to approve two additions to the agenda to include amending the September 28, 2023 Budget Committee & Governing Board Meeting Minutes to correct the Head Start/Early Head Start Budget Revision and 2022 Audit Reissued & 2023 Audit Correction the additions to the agenda were passed on a motion by County Mayor Mike Keny and seconded by County Mayor Bill Newman. Motion carried.

**Audit:**

Mr. Keith Hundley, CPA with Carr, Riggs & Ingram, LLC joined the board meeting via conference call. He reviewed the 2022 Financial Statements that were submitted to the State of Tennessee. The 2023 Audit had a correction of expenses for Coffee Early Head Start were also submitted to the State of Tennessee. The Audits reissue and correction were approved on a motion by Mr. Anthony Taylor and seconded by County Mayor Jonah Keltner. Motion carried.

**Amended Minutes:**

Amy Ezell, Finance Director, reviewed the handout of the Head Start/Early Head Start Budget Revision 04CH01668-05, the total amount requested is \$461,222. This is comprised of \$300,852 from Head Start and \$160,370 from Early Head Start. The Carry Over Request 04CH010668, total amount requested is \$501,953. This is comprised of \$300,852 from Head Start and \$201,101 from Early Head Start. The amended minutes of September 28, 2023 Governing Board and Budget Committee Meeting were approved on a motion by Mr. R.L. Williams and seconded by County Mayor Bill Newman. Motion Carried.

**Previous Minutes:**

Previous minutes of December 7, 2023 Annual Governing Board & Ex-Officio Advisory Council Meeting were approved on a motion by Mr. R.L. Williams and seconded by County Mayor Mike Keny. Motion Carried.

**Program Reports:**

Pamela Morris, Title V Director, asked her reports be approved as submitted.

In the absence of Tiffany Bolin, WIOA Director, Paul Rosson asked that her report be approved as submitted.

Jeana Mills, FGP Director, asked her reports be approved as submitted.

Dee Dee Sneed, EFAP Director, asked that her reports be approved as submitted.

Becky Christa, Nutrition Director, asked her reports be approved as submitted.

Sara Brown, Deputy Director, asked that her reports be approved as submitted.

Executive Director Paul Rosson introduced the new, CRPP Director, Jena Renfroe. Ms. Renfroe thanked Mr. Rosson and requested her report be approved as submitted.

In the absence of Tony Patterson, Recovery Court Lead Coordinator, Paul Rosson asked that his reports be approved as submitted.

In the absence of Ron Scarbel, Information Technology, Paul Rosson asked that his report be approved as submitted.

In the absence of Chrissy Tuten, Head Start/Early Head Start Director, Paul Rosson asked that her reports be approved as submitted.



All Program Reports were approved as written on motion from Co. Mayor Jonah Keltner and seconded by Mr. Anthony Taylor. Motion Carried.

**Executive Director Report:** Executive Director Paul Rosson asked that his report be approved as submitted. He discussed the agency is developing an infrastructure plan for our sites and the possibility of a new nutrition kitchen in our western counties. He and Deputy Director Sara Brown will be traveling to Nashville to work closely with state legislators to advocate for matching funding. We are keeping a watchful eye on the budget process in Washington D.C.

In late November 2023, Mr. Rosson had the opportunity to travel to Atlanta, GA and meet with our Region IV Head Start/EHS Program Specialist. She informed him that the agency did receive an extension on its grant and will need to re-compete the next fiscal year. Wayne County is waiting to hear if the funding is approved for the Head Start project. The goal is to have this facility ready for the 2024-25 school year.

Finance Director Amy Ezell and Mr. Rosson had the opportunity to visit the Community Action Agency of North Alabama. He looks forward to partnering with training and program ideas in the future; housing and private/corporate funding partnerships.

The Executive Director Report was approved as written on motion from Mr. Gary Stovall and seconded by Co. Mayor Keltner. Motion Carried.

**Nominating/By-Laws Committee Report:** Chairman Jim Mangubat reported that the Nominating/By-Laws Committee met prior to this meeting and approved the past meeting minutes. Chairman Mangubat made the motion to approve the Nominating/By-Laws Committee Report and was seconded by Mr. R.L. Williams. Motion Carried.

**Property Committee Report:** County Mayor Jonah Keltner reported that the Property Committee met prior to this meeting and approved the Maury County American Job Center Lease and items for disposal packet. Chairman Keltner made the motion to approve the Property Committee Report and was seconded by Co. Mayor Keny. Motion Carried.

**Budget Committee Report:** County Executive Jim Mangubat presented the Budget Committee Report and stated the committee reviewed and approved the Combined Balance Sheet, Combined Statement of Revenues and Expenditures and Financial Report by Program, all for the period ending 12/31/2023: CSBG Budget Revision for 9/30/25, Lease Extension Agreement for Maury County AJC, 2022 Audit Reissued and 2023 Audit corrections, presented by Mr. Keith Hundley, CPA with CRI, LLC. And two memorandums of recommendation for a step increase for HS/EHS Director and Bookkeeper. The Director of Finance Report for November and December 2023 was approved. The Budget Committee Report was approved on motion by Mr. Anthony Taylor and seconded by County Mayor Jim Bates. Motion Carried.

**Personnel Committee Report:** County Mayor Mike Keny reported the Personnel Committee met prior to this meeting and approved the Human Resource Director's report, including the Executive Director's timesheet report, personnel Hire & Termination Reports, and Personnel Action Forms November – December 2023. And two memorandums of recommendation for a step increase for HS/EHS Director and Bookkeeper. Chairman Keny made the motion to approve the Personnel Committee Report and was seconded by Mr. Anthony Taylor. Motion Carried.

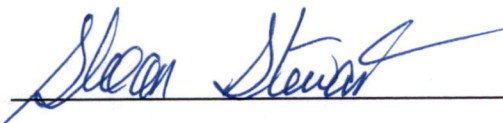
**Other:**

Deputy Director Sara Brown, reviewed the SCHRA Agency-Wide Risk Assessment Annual Update handout. This manual addressed the areas in need from 2021 mano-Y-ola, LLC, RA. She shared that approximately 60% of the agency goals have been completed and committee will have their next quarterly meeting at the end of January to continue with the final 40% of the area needs. Mr. Gary Stovall made the motion to approve the updates to the Agency-Wide Risk Assessment and was seconded by Co. Mayor Bates. Motion Carried.

Next, Ms. Brown, discussed senior staff meeting together in October for a productive review of the SCHRA Strategic Plan 2022-2027. Ms. Brown summarized the updates and shared that 98% of the goals have made progress. These goals purposefully connect with the six goals of CSBG focusing on the helping low-income people become more self-sufficient, improving their living conditions, making sure low-income people own a stake in their community, continue to partner and collaborate with supporters and other service providers, increase agencies capacity to achieve results, and continue to look for ways to strengthening low-income/vulnerable populations, supportive systems, to help them achieve their potential. Highlights including the completion of the Emergency Food Assistance Commodities Warehouse covering our thirteen-county service area, Paycom which is streaming recruitment, hiring, and payroll processes and continuity of services for all clients through each service center. Mr. Gary Stovall made the motion to approve the SCHRA Strategic Plan updates and was seconded by Co. Mayor Newman. Motion Carried.

Executive Director Paul Rosson discussed receiving communication from the Assistant District Attorney regarding the WIOA case. If any board member needed a detailed update he would be glad to meet with you one-on-one.

With all other business completed a motion to adjourn was made by Mr. R.L. Williams and seconded by Mr. Gary Stovall. Motion carried.



Secretary Sloan Stewart

Respectfully submitted,



Chairman Jim Mangubat