

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
JANUARY 27, 2022
MINUTES**

The South Central Human Resource Agency, Governing Board Meeting, was called to order by Chairman TR Williams on January 27, 2022, at 11:00 AM, held at the SCHRA central office, Fayetteville, TN. V. Chairman Williams led the Pledge of Allegiance and gave the invocation.

The chairman asked for roll call by Secretary Wallace Cartwright, and a quorum was declared with the following members in attendance:

County Mayor Gary Cordell	Coffee County
Mayor Wallace Cartwright	City of Shelbyville
County Mayor David Alexander	Franklin County
County Executive Melissa Greene	Giles County
County Mayor Mark Bentley	Hickman County
Mr. Rick Humphrey	Hickman Co. Low-Income Rep.
County Executive TR Williams	Lawrence Co.
Mayor Blake Lay	City of Lawrenceburg
Dr. Bill Heath	Lincoln Low-Income Rep.
County Mayor Mike Keny	Marshall County
Mr. R.L. Williams	Marshall Co. Low-Income Rep.
Ms. Norma Martinez	Maury Co. Low-Income Rep.
Mr. Michael Crane	Financial Representative

Others in attendance were 1303 Committee member, Ms. Dorothy Wells, and SCHRA senior staff members.

Addition to Agenda:

Chairman TR Williams requested a motion to approve the additions, LIHEAP transfer of funds, and Carry Forward of Head Start/Early Head Start Funds, to the agenda were passed on a motion by Mayor Blake Lay and seconded by County Mayor Melissa Greene. Motion carried.

Public Comment: None

Previous minutes were approved on a motion by Mayor Lay and seconded by Mr. R.L. Williams. Motion carried.

Program Reports:

Sara Brown, Deputy Director, asked her reports be approved as submitted. She requested to move LIHEAP funds of \$60,000 from Coffee County Regular to be distributed to \$30,000 Lewis County Regular and \$30,000 to Wayne County Regular. \$45,000 from Marshall County Regular to be distributed to \$45,000 Lincoln County Regular. \$30,000 from Maury County Regular to be distributed to: \$15,000 Perry County Regular, \$5,000 Moore County Regular, and to \$10,000

Wayne County Crisis. Mayor Lay made the motion and seconded by County Mayor Gary Cordell. Motion carried.

Laure Hopper, Head Start/Early Head Start Director, asked her reports be approved as submitted. Ms. Hopper informed the board of the 04CH010668 and 04HP000412 Temporary Change of Scope to Locally Designed Option during this time of staff and substitute shortage. The change would reduce children's in-classroom time to four (4) days per week while providing at-home activities for day five (5). The time frame for this request would be from January 1, 2022, through June 30, 2022, with revisiting the status of need at the March 2022 Policy Council meeting. The reported the Consolidation of Grants 04CH010668, Program Fiscal Year Start: July 1 and 04HP000412, Program Fiscal Year Start: September 1 allowing the program to one refunding schedule, improve efficiency in fiscal oversight and documentation, eliminating the tracking costs of allocating over multiple grants and the necessity to submit numerous grant applications at different times throughout the year. Chairman TR Williams received back the Program Performance Summary Report from Oct 2021 monitoring review that stated the finding had been corrected and closed. Ms. Hopper said the selection criteria are reviewed every year to ensure the Head Start/Early Head Start Program serves the greatest children in need. This year, the HS/EHS scoring matrix was adjusted to award additional points for children of parents who are essential workers. The Selection Criteria form was approved on a motion by Mayor Lay and seconded by County Mayor David Alexander. Motion carried.

Executive Director Report: Executive Director Paul Rosson reported administration continues to monitor developments of the issues being reviewed by the US Supreme Court. The Coffee Early Project has received a certificate of occupancy. The Lawrenceburg project will have roof rebidding soon and are working on quotes for window replacement. Wayne County, Lawrenceburg possible new AJC, Waterloo property appraisal reviewed. Executive Directors Report was approved on a motion by Mayor Cordell and seconded by Mayor Wallace Cartwright. Motion carried.

The Executive Director requested all Program Reports be approved as written. Mayor Lay made the motion and seconded by County Mayor Mark Bentley. Motion carried.

Personnel Committee Report: Chairman Mike Keny reported the committee met prior to this meeting and approved the Human Resource Director's report, (including the Executive Director's timesheet report, Personnel Hire & Termination Report, and FY2022 Turnover Report) and Employee Actions for November and December. The committee also approved the additional Juneteenth Holiday request, transfer of Purchasing Office Clerk/Custodian to Purchasing Assistant, Step increase requests for Receptionist/Office Assistant, HR/Fiscal Program Assistant, and Maintenance Technicians. Request to begin Personnel specialist transfer date of 10/3/21, and final request to transfer the Nutrition Assistant Director to Nutrition Director, date of 1/9/22. Chairman Keny motioned that the Personnel Policies & Procedures Report be approved and seconded by Mayor Lay. Motion carried.

Property/1303 Committee Report: Chairman David Alexander reported that Property and 1303 committee met prior to this meeting and approved the items for disposal in your packet and Dec 1303/Prop. Minutes. Chairman Alexander motioned that the Property/1303 Report be approved and seconded by Mayor Bentley. Motion carried.

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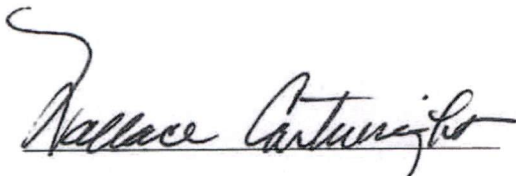
Budget Committee Report: Chairman Williams reported the committee met prior to this meeting and asked Finance Director Amy Ezell to report. Mrs. Ezell said the committee reviewed and approved the Combined Balance Sheet, Combined Statement of Revenues and Expenditures, and Financial Report by Program, all for the period ending 12/31/21; LIHEAP Grant Budget Revision #6, 9/30/31, LIHEAP Supplement Budget Revision #2 6/30/22, SSBG Budget Revision #1 9/30/22, additional Holiday request, Payroll Justifications, transfer of staff positions, and the Director of Financial Operations Report for November and December 2021 all approved. The 04CH010668 Head Start/Early Head Start request to carry over reprogram funds to renovate the Lawrenceburg HS/EHS facility and Wayne County HS facility. CAN Breakdown, CAN 9-G044122, 04CH1066803, HS \$553,018, CAN 0-G044122, EHS \$162,038 and HS \$238,489. With additional request to continue to carry over \$400,527 from the 21-22 operating budget 04CH01668-04-00. The Budget Committee Report was approved on a motion by Chairman T.R. Williams and seconded by Mayor Cordell. Motion carried.

Other:


After a brief review, the 2022 SCHRA Holiday Calendar, and the addition of Juneteenth it was approved on motion by Mayor Lay and seconded by Mayor Cordell. Motion carried

The meeting was adjourned on a motion by Mr. R.L. Williams and seconded Mayor Cordell with no further business. Motion carried.

Respectfully submitted,



Secretary Wallace Cartwright



Chairman TR Williams