

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
POLICY COUNCIL MEETING
JANUARY 28, 2021**

MINUTES

County Executive T. R. Williams, Chairman, called the SCHRA Policy Council Meeting to order on January 28, 2021, at 11:00 AM held at the SCHRA central office, Fayetteville, TN, with the majority of board members attending via Microsoft Teams abiding by Executive Order #71.

The chairman asked for roll call by Executive Assistant Rebecca Palmer, and Secretary Charles Sain declared a quorum with the following members in attendance:

County Mayor Chad Graham
Mrs. Cathy Hayes
County Mayor Gary Cordell
Mr. Charles Sain
County Mayor David Alexander
County Executive Melissa Greene
County Mayor Mark Bentley
County Executive T. R. Williams
Mr. Bert Spearman
County Mayor Jonah Keltner
County Mayor Mike Keny
Mr. John Campbell
Mr. Gary Stovall
Metro Mayor Bonnie Lewis
Mr. Chris Grizzard
Ms. Joanne Lord
County Executive Jim Mangubat
Judge John Damron
Ms. Karen Lock

Bedford County
Bedford County
Coffee County
Coffee County
Franklin County
Giles County
Hickman County
Lawrence County
Lawrence County
Lewis County
Marshall County
Marshall County
Maury County
Moore County
Moore County
Perry County
Wayne County
Legal Rep.
Education Rep.

Others in attendance were Executive Committee members Mayor Wallace Cartwright, Mayor Blake Lay, Mr. Anthony Taylor, Mr. Robert L. Williams, Mayor Jim Bingham, Senator Joey Hensley, Representative Iris Rudder, and SCHRA senior staff members.

Chairman T.R. Williams requested a motion of three additions to the agenda, the LIHEAP transfer of funds, appointment of Ms. Karen Lock as the new Education Representative, and approval to move forward on contract for the Lawrenceburg Head Start building project. All items were approved to be added to the agenda on a motion by County Mayor David Alexander and seconded by Mr. Chris Grizzard. Motion carried.

Previous minutes from the annual governing board meeting of December 3, 2020, were approved on a motion by County Mayor Mark Bentley and seconded by Ms. Cathy Hayes. Motion carried.

Mr. Keith Hudley, Auditor Partner with Carr, Riggs, and Ingram, joined the board meeting via Microsoft Teams to discuss the FY' 20 Audit report. Ms. Palmer sent an electronic copy of the audit to all board members two weeks before the meeting for review.

Mr. Hudley presented the results of the 2019-2020 Audit. Mr. Hudley discussed the Government-Wide Financial Statements, noting a net increase in the fund balance of \$369,305. He reviewed the Independent Audit Report on Internal Controls over Financial Reporting on Compliance and other matters. He was pleased to report that the agency had no findings related to any of those areas. Mr. Hudley reviewed the Independent Auditors' Report on Compliance for Each Major Federal Program over Compliance required by the Uniform Guidance. The major program chosen for this testing was LIHEAP. He was pleased to report that the agency had no findings related to LIHEAP or any other area and stated this was a good clean audit. After dealing with the pandemic, he wanted to thank everyone, something we never thought we would be going through. This audit was completed 100% remotely, and management did a fantastic job and thanked the staff for all their hard work. He asked for any questions, with none, Mr. Grizzard made a motion to approve the Financial Audit for the fiscal year 2019-2020 as presented. Ms. Hayes seconded the motion. Motion carried.

Chairman Williams requested a motion to approve appointing Ms. Karen Lock to the board as our new Education Representative. Per the recommendation of a change in By-Laws from the Comptroller audit. Mr. Gary Stovall made a motion and seconded by Mr. Spearman. Motion carried. Executive Director Paul Rosson welcomed her to the board, reviewed her resume which included her retiring with 12 years in the agency, and swore her in.

Program Reports:

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

Jennifer Henry, WIOA Director, asked her reports be approved as submitted.

Kathie Larsen, FGP/RSVP Director, asked her reports be approved as submitted.

Sara Brown, Deputy Director, asked her reports be approved as submitted. After speaking with County Mayor Andy Ogles, who had no objection, she requested to move LIHEAP funds of \$75,000 from Maury County Regular to be distributed to: \$30,000 Lewis County Regular, \$25,000 Lincoln County Regular, \$10,000 Moore County Regular, and \$10,000 Wayne County Regular. The reports and funds transferred specifically were approved on motion by Mr. Spearman and seconded by Mr. Stovall. Motion carried.

Cindy Campbell, Homemaker Director, asked that her report be approved as submitted.

Teresa Swafford, CRPP Director, requested her report be approved as submitted.

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

Mr. Rosson asked in Vicki Davenport, Interim Justice Service Program Director's absence, her reports be approved as submitted. He announced that the agency is in the process of hiring the new director, Sgt. Glen Eaves.

Eric Jeffers, Information Technology Director, requested his report be approved as submitted.

Laure Hopper, Head Start/Early Head Start Director, asked her reports be approved as submitted as well as the two attachments sent in the board packet. She updated the board the virtual Self-Assessment report should be completed next month. Ms. Hopper requested approval of the Disabilities Waiver of 10% requirement during the pandemic. The waiver was approved on a motion by Mr. Grizzard and seconded by Metro Mayor Bonnie Lewis. Motion carried. The second request for approval of carryover funds received through the CARES Act is necessary for the COVID19 pandemic and Regular 2019-20 Budget used toward the Coffee EHS construction project. The request to move carry over funds was approved on a motion by Mayor Lewis and seconded by Ms. Hayes. Motion carried.

All program reports were approved as written on motion by Mr. Grizzard and seconded by Mr. Spearman. Motion carried.

Executive Director Report: Mr. Rosson requested his report be approved as submitted as well as approval of the Lawrenceburg Sales Contract for Head Start/Early Head Start at the purchase price of \$650,550. The request was approved on a motion by Mr. Spearman and seconded by Ms. Hayes. Motion carried.

The Central Office HVAC system is almost complete and has been running since December. The Bedford County EHS is close to completion and will be in need of state licensing. The Coffee County Center is 100% funded. Mr. Rosson reported a matter of information; the agency is looking at relocating our Marshall County Neighborhood Service Center/American Job Center and partnering with SCTDD transportation to enhance services and maximize rent reduction. The Sunset Comptroller Review was completed, and SCHRA received a six-year extension. There is new legislation for board composition, board attendance with the importance of consistent attendance, the new addition of electronic meeting/voting, and new bond amounts. Mr. Rosson thanked Senator Henley, Representative Rudder, and Senator Bowling for their support of the agency. The Executive Director's Report was approved on motion by Mr. Spearman and seconded by Mr. Stovall. Motion carried.

By-Laws Committee Report: Mr. Rosson reported the committee met prior to this meeting with Mayor Gary Cordell chairing and approved the recommended changes to the bylaws. Mr. Spearman made a motion for this report to be approved as submitted, and it was seconded by Mr. Grizzard. Motion carried.

Personnel Committee Report: Chairman Mike Keny reported the committee met this morning and approved the following items: Human Resource Director's report, including Personnel Hire & Termination Report for period, Executive Director's Timesheet report, Turnover Rate Calculations, Families First Corona Relief Act Sick Family Leave Use Report, SCHRA COVID Sick Leave January 1, 2021-March 31, 2021 with Request for COVID Sick Leave, and Employee

Actions for November-December 2020. Chairman Keny made a motion that this report be approved as submitted, and it was seconded by Mayor Bentley. Motion carried.

Property Committee Report: Committee member Mayor Bingham reported the committee met prior to this meeting and approved the previous minutes with no other business on the agenda. Mayor Bentley made a motion for this report be approved as submitted, and it was seconded by County Executive Melissa Greene. Motion carried.

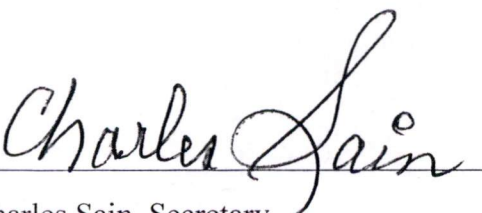
Budget Committee Report: Chairman Williams said the committee met prior to this meeting and asked Finance Director Amy Ezell to give the report. Mrs. Ezell said the committee reviewed and approved the Combined Balance Sheet, Combined Statement of Revenues and Expenditures, and Financial Report by Program, all for the period ending 12/31/20; RSVP amendment 5 for budget year 6/30/21, Title V Program modification 2 for year ending 6/30/21, LIHEAP 20-15A budget revision 2 for the year ending 9/30/21. As a Matter of Information; a new building for NSC in Lewisburg and a possible line of credit for WIOA program were discussed. Mrs. Ezell said the FY'19-20 Audit was reviewed by Mr. Keith Hudley, Auditor Partner with Carr, Riggs, and Ingram, and approved by the committee. The Director of Financial Operations Report for November and December 2020 was approved. The Budget Committee Report was approved on motion by Chairman T.R. Williams and seconded by Mr. Spearman. Motion carried.

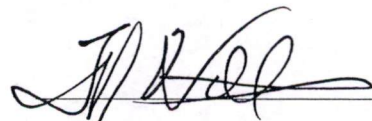
Chairman Williams asked for approval of the bond renewal for Executive Director Paul Rosson. The bond was approved on motion by Mr. Spearman and seconded by Mr. Grizzard. Motion carried.

Executive Director Rosson asked for the approval of the update to the SCHRA Strategic Plan. The plan was approved on motion by Mr. Spearman and seconded by Ms. Hayes. Motion carried.

With no further business, the meeting was adjourned on motion by Ms. Hayes and seconded by Mr. Spearman. Motion carried.

Respectfully submitted,


Charles Sain, Secretary


T.R. Williams, Chairman

Actions for November-December 2020. Chairman Keny made a motion that this report be approved as submitted, and it was seconded by Mayor Bentley. Motion carried.

Property Committee Report: Committee member Mayor Bingham reported the committee met prior to this meeting and approved the previous minutes with no other business on the agenda. Mayor Bentley made a motion for this report be approved as submitted, and it was seconded by County Executive Melissa Greene. Motion carried.

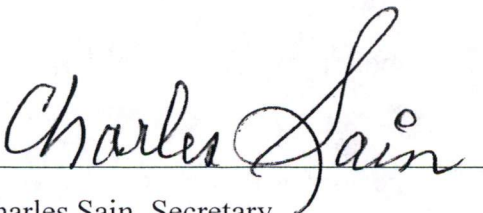
Budget Committee Report: Chairman Williams said the committee met prior to this meeting and asked Finance Director Amy Ezell to give the report. Mrs. Ezell said the committee reviewed and approved the Combined Balance Sheet, Combined Statement of Revenues and Expenditures, and Financial Report by Program, all for the period ending 12/31/20; RSVP amendment 5 for budget year 6/30/21, Title V Program modification 2 for year ending 6/30/21, LIHEAP 20-15A budget revision 2 for the year ending 9/30/21. As a Matter of Information; a new building for NSC in Lewisburg and a possible line of credit for WIOA program were discussed. Mrs. Ezell said the FY'19-20 Audit was reviewed by Mr. Keith Hudley, Auditor Partner with Carr, Riggs, and Ingram, and approved by the committee. The Director of Financial Operations Report for November and December 2020 was approved. The Budget Committee Report was approved on motion by Chairman T.R. Williams and seconded by Mr. Spearman. Motion carried.

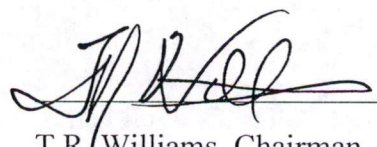
Chairman Williams asked for approval of the bond renewal for Executive Director Paul Rosson. The bond was approved on motion by Mr. Spearman and seconded by Mr. Grizzard. Motion carried.

Executive Director Rosson asked for the approval of the update to the SCHRA Strategic Plan. The plan was approved on motion by Mr. Spearman and seconded by Ms. Hayes. Motion carried.

With no further business, the meeting was adjourned on motion by Ms. Hayes and seconded by Mr. Spearman. Motion carried.

Respectfully submitted,


Charles Sain, Secretary


T.R. Williams, Chairman

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
EXECUTIVE COMMITTEE MEETING
JANUARY 28, 2021**

MINUTES

The South Central Human Resource Agency Executive Committee was called to order by Chairman T.R. Williams on January 28, 2021, immediately following the Policy Council Meeting, 11:00 AM, at the SCHRA central office, via Microsoft Teams abiding by Executive Order #71.

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

Shelbyville Mayor Wallace Cartwright	Bedford County
County Mayor Mark Bentley	Hickman County
County Mayor T. R. Williams	Lawrence County
Lawrenceburg Mayor Blake Lay	Lawrence County
County Mayor Jonah Keltner	Lewis County
Mr. Anthony Taylor	Lincoln County
County Mayor Mike Keny	Marshall County
Mr. Robert L. Williams	Marshall County
Lewisburg Mayor Jim Bingham	Marshall County
Metro/County Mayor Bonnie Lewis	Moore County
County Mayor Jim Mangubat	Wayne County
Representative Iris Rudder	39 th District
Senator Joey Hensley	District 28

Others in attendance were Policy Council members and SCHRA senior staff members.

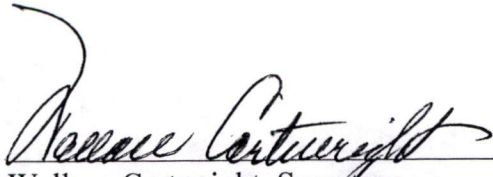
Mr. Rosson requested the approval of the Lawrenceburg Sales Contract for Head Start/Early Head Start at the purchase price of \$650,550. The request was approved on a motion by Mayor Jim Bingham and seconded by Mayor Wallace Cartwright. Motion carried.

Previous minutes of December 3, 2020, were approved on a motion by Mayor Blake Lay and seconded by Metro Mayor Bonnie Lewis. Motion carried.

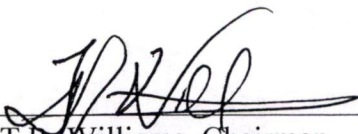
Ratification of Policy Council actions on January 28, 2021, were approved on motion by Mayor Bingham and seconded by Mayor Cartwright. Motion carried.

With no further business, the meeting was adjourned on motion by County Executive Jim Mangubat and seconded by County Executive T.R. Williams. Motion carried.

minutes 1-28-21


Wallace Cartwright, Secretary

Respectfully submitted,


T.R. Williams, Chairman

<https://web.microsoftstream.com/video/0ce15f72-bac5-4dc1-a686-26bb11410b12>