

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
ANNUAL GOVERNING BOARD MEETING
DECEMBER 1, 2022
MINUTES**

The South Central Human Resource Agency, Annual Governing Board Meeting, was called to order by Chairman Jim Mangubat on December 1, 2022, at 11:00 AM, held at the Henry Horton State Park, Chapel Hill, TN. Mr. Bert Spearman gave the invocation and Chairman Mangubat led the Pledge of Allegiance.

The Chairman dismissed the roll call, without objection, since we have a sign-in sheet, and declared a quorum with the following members in attendance:

County Mayor Chad Graham	Bedford County
Mayor Wallace Cartwright	City of Shelbyville
County Executive Graham Stowe	Giles County
County Mayor Jim Bates	Hickman County
Mr. Rick Humphrey	Hickman Co. Low-Income Rep.
County Executive David Morgan	Lawrence County
Mayor Blake Lay	City of Lawrenceburg
Mr. Bert Spearman	Lawrence Co. Low-Income Rep.
County Mayor Jonah Keltner	Lewis County
County Mayor Bill Newman	Lincoln County
Mayor Donna Hartman	City of Fayetteville
Mr. Anthony Taylor	Lincoln Co. Low-Income Rep.
County Mayor Mike Keny	Marshall County
Mr. R.L. Williams	Marshall Co. Low-Income Rep.
Mr. Gary Stovall	Maury Co. Low-Income Rep.
Metro/County Mayor Sloan Stewart	Moore County
County Executive Jim Mangubat	Wayne County
Senator Joey Hensley	District 28
Mr. Charles Sain	Education Representative

Others in attendance were 1303 Committee Member Dorothy Wells, SCTDD Mr. Joe Evans and Katrina Crisp, spouse/guest of board members, Ex-Officio Advisory Members, Ardmore City Mayor Mike Magnusson, Chapel Hill City Manager Danny Bingham, Pulaski City Mayor J.J. Brindley, Tullahoma City Mayor Ray Knowis, SCHRA senior staff members, Mr. Keith Hudley, Auditor Partner with Carr, Riggs, and Ingram was present to discuss the FY' 22 Audit report and honored guests, 70th District Representative Clay Doggett, 26th District Representative Page Walley, 92nd Representative District Todd Warner, 71st District Representative Kip Capley, District Director of Representatives Steve Allsbrooks, District 22nd Attorney Brent Cooper, and President Lawrence County Chamber of Commerce Ryan Egly.

Nominating/By-Laws Committee Report: Chairman Mayor Stewart reported the By-Laws/Nominating committee met prior to this meeting. The committee recommends the following SCHRA 2022-2023 Officers: Vice Chairman County Mayor Mike Keny, Secretary Metro/County Mayor Sloan Stewart, along with governing board members, District 2, City of Lawrenceburg Mayor Blake Lay, District 3, City of Fayetteville Mayor Donna Hartman, and Low-Income Representative Janet Vanzant. With no further recommendations from the floor, the recommendations were approved on a motion by Mr. Bert Spearman and seconded by Mayor Blake Lay. Motion carried.

Board Members Lawrenceburg City Mayor Blake Lay and Fayetteville City Mayor Donna Hartman sworn in by Executive Director Paul Rosson.

Public Comment: None

Mr. Keith Hundley, of CRI CPA's and Advisors, presented the Audit for the fiscal year 2021-2022. Mr. Hundley stated that an unmodified opinion was being issued on our financial statements which is the highest rating you can have. Mr. Hundley also discussed the audited financial statements. He stated that the agency increased its net position by \$529,825 for the fiscal year. Operating grants and contributions provided approximately 74% of the revenues for governmental activities for the current and 75% of the revenues for the prior fiscal year. These funds were expended in both years primarily for child education, energy assistance, and nutrition and other services for the elderly. The single audit produced no findings. Mr. Hundley concluded his presentation and entertained any questions.

Previous minutes of September 22, 2022 were approved on a motion by Metro/County Mayor Sloan Stewart and seconded by Mr. Anthony Taylor. Motion carried.

Budget Committee Report: Chairman Mangubat reported the Budget committee met prior to this meeting and asked Finance Director Amy Ezell to report. Ms. Ezell 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 10/31/22; Recovery Courts: Lincoln County amended budget #1, Lawrence/Maury amended budget #1, Lincoln County Felony amended budget #1 all year ending 6/30/23, Social Services Block Grant Homemaker (SSBG) budget revision for year ending 9/30/22. Memorandums for Maintenance Department Incentive, CRPP Director to Mid-Point, FGP Director to Mid-Point, and Longevity Incentive Request. The Agency Christmas Gift and Holiday Calendar, Director of Financial Report for September and October 2022 all were approved. The Budget Committee Report including the approval of the FY' 21-22 Audit presented by Mr. Keith Hudley were approved on a motion by Mayor Lay and seconded by Mr. Spearman. Motion carried.

Property Committee Report: Chairman Jonah Keltner reported that the Property committee met prior to this meeting and approved the items for disposal in the packet. The Property Committee Report was approved on a motion by Mayor Lay and seconded by Mr. Taylor. Motion carried.

Personnel Committee Report: Chairman 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 Report, and FY2022 Turnover Report and Employee Actions for September and October 2022. The FY' 23 Longevity Incentive request, Maintenance Staff Performance Incentive, CRPP Director to Mid-Point on Compensation Scale, FGP Director to Mid-Point on Compensation Scale, Agency Christmas Gift, and 2023 Holiday Calendar all approved on a motion by County Mayor Jonah Keltner and seconded by Mayor Lay. Motion carried.

Program Reports: All program reports, including the two Head Start/Early Head Start email requests being verified by vote authorizing: modification of schedule for Amana Head Start and Renewal Application for 5-year Non-Competitive Grant, were approved on motion by Mr. Anthony Taylor, and seconded by Mr. R.L. Williams. Motion carried.

Deputy Director Sara Brown informed the governing board that our program year started October 1st. Ms. Brown requested to move LIHEAP funds of \$160,000 Maury County Regular and \$5,000 Hickman County Regular totaling \$165,000 TO Wayne County Regular. Move \$125,000 Coffee County Regular and \$5,000 Hickman County Regular totaling \$130,000 TO Lewis County Regular. \$65,000 will be moved FROM Bedford County Regular and distributed as follows: Lincoln County Regular \$30,000 and Lawrence County Regular \$35,000. Move \$45,000 Lawrence County Crisis and \$5,000 Hickman County Regular totaling \$50,000 TO Moore County Regular. \$20,000 will be moved FROM Hickman County Crisis and distributed as follows: \$20,000 Giles County Regular. \$10,000 will be moved FROM Coffee County Crisis and distributed as follows: \$10,000 Franklin County Regular. \$35,000 will be moved FROM Marshall County Crisis and distributed as follows: \$15,000 Marshall County Regular and \$20,000 Lewis County Crisis. \$35,000 will be moved FROM Franklin County Crisis and distributed as follows: \$15,000 Moore County Crisis and \$20,000 V Move \$20,000 Franklin County Crisis, \$10,000 Coffee County Crisis, \$10,000 Lincoln County Crisis, and \$10,000 Maury County Crisis totaling \$50,000 TO Perry County Regular. The transfers were approved on a motion by County Mayor Jonah Keltner and seconded by County Executive David Morgan. Motion carried.

Executive Director Report: Executive Director Paul Rosson requested his report be approved as submitted. He reported updates on capital projects in Lawrence County, and thankful the maintenance crew were able to complete plumbing where no bids were received. There are three quotes for paving/concrete for parking lot \$77,000 that were approved through the board and auditor. The building was reappraised for \$2.8 million. Wayne County Head Start plans are 80% complete and working with Office of HS for approval of additional funds. The central office Warehouse and New Dock is underway with concrete poured and door installed. Mr. Rosson stated he met with USDA and will be applying in late December and may need to call a special session for approval. The Agency continues to modernize the commodities process. Thank you to Deputy Director Brown for using CSBG funds for equipment needed. We continue to look at replacing Commodities truck with 300,000+ miles on it but inventory is scarce. Mr. Rosson thanked Ms. Brown for her hard work on the 5-year SCHRA Strategic Plan and Agency Wide Risk Assessment Update. Mr. Rosson shared that next year, the TN Human Resources Agency will be celebrating

the fifty-year anniversary serving Tennessean's. The Executive Director Report was approved on a motion by Mayor Keltner and seconded by Metro/Co. Mayor Sloan Stewart. Motion carried.

Other:

Mr. Rosson said the Agency would like to give all benefit eligible full-time or part-time employees a day off without using leave, as a Christmas gift to them. The day will have to be used during a specific time frame and coordinated with other staff members in their office and their immediate supervisor. The Agency gift to employees was approved on motion by Mayor Lay and seconded by Mr. Spearman. Motion carried.

The 2022-2023 SCHRA Holiday Calendar was reviewed and approved on motion by Mayor Keltner and seconded by Mayor Stewart. Motion carried.

The governing board and other attendees received a copy of the SCHRA 2021-2022 Annual Report. Executive Assistant Rebecca Palmer gave a brief discussion regarding the Annual Report and was approved on motion by Mr. Spearman and seconded by Co. Executive David Morgan. Motion carried.

Deputy Director discussed senior staff meeting together for a productive review of the SCHRA Strategic Plan. Ms. Brown summarized the plan that was delivered to the board and said since this is the Agency renewal year we will move to a five-year plan as recommended by CSBG. As demographics change for clients and our communities. The staff analyzed the needs assessment and looked at our strengths and ways to address the weaknesses. Directors purposefully connected their goals and with the six goals of CSBG on 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.

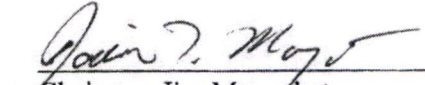
Next, Ms. Brown discussed the Agency-Wide Risk Assessment Annual Update manual which addressed the areas in need from 2021 mano-Y-ola, LLC, RA. A committee was formed of senior staff members which met to review original plan, update status, and add any new issues. The Facilities Management, Human Resources, Information Technology, Financial Management, Communication, and Governance were the six areas focused on in the risk assessment. Mr. Anthony Taylor made a motion to approve the Strategic Plan 2022-2027 and Agency-Wide Risk Assessment Annual Update and it was seconded by Mr. Spearman. Motion carried.

The meeting was adjourned on a motion by Co. Mayor Keltner and seconded by Mr. Spearman with no further business. Motion carried.

minutes 12-01-22

Respectfully submitted,

Secretary Wallace Cartwright


Chairman Jim Mangabat

*Mayor Cartwright was no longer in office
when these minutes were approved.

-REP 2/7/23