

**SOUTH CENTRAL HUMAN RESOURCE AGENCY  
GOVERNING BOARD MEETING  
DECEMBER 2, 2021  
MINUTES**

The South Central Human Resource Agency Governing Board Meeting was called to order by Vice-Chairman Jim Mangubat on December 2, 2021, at 11:08 AM, held at the SCHRA central office, Fayetteville, TN. V. Chairman Mangubat led the Pledge of Allegiance, and Mr. R.L. Williams gave the invocation.

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

County Mayor Chad Graham	Bedford County
Mayor Wallace Cartwright	City of Shelbyville
Mr. Xavier Hamler	HS/EHS-Bedford Low-Income Rep.
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.
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
Dr. Bill Heath	Lincoln Low-Income Rep.
County Mayor Mike Keny	Marshall County
Mr. R.L. Williams	Marshall Co. Low-Income Rep.
County Mayor Andy Ogles	Maury County
Ms. Norma Martinez	Maury Co. Low-Income Rep.
Metro/County Mayor Bonnie Lewis	Moore County
County Executive Jim Mangubat	Wayne County
Representative Iris Rudder	39 <sup>th</sup> District
Mr. Michael Crane	Financial Representative
Judge John Damron	Legal Representative

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

Vice Chairman Jim Mangubat requested a motion to approve additions to the agenda to purchase the Wayne County Property for Head Start and approval for Option Agreement to look into 237 Waterloo Street, property in Lawrenceburg, TN for American Job Center. The additions to the agenda were passed on a motion by Co. Mayor Bill Newman and seconded by Mayor Blake Lay. Motion carried.

**Public Comment:** None

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Previous minutes were approved on a motion by Mr. Bert Spearman and seconded by Mayor Lay. Motion carried.

Executive Director Paul Rosson introduced new directors to the Agency. Jeana Mills is joining the Agency as the Foster Grandparent (FGP) Director. Tiffany Bolin is our Workforce Investment Opportunities Act (WIOA) Interim Director, and Andrew Edstrom is our Interim Information Technology (IT) Director. Chae Adkinson is our new Customer Representative Payee Program (CRPP) Director.

**Program Reports:** Pamela Morris, Title V Director, asked her reports be approved as submitted.

Tiffany Bolin, Interim WIOA Director, asked the reports be approved as submitted.

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

Sara Brown, Deputy Director, asked her reports be approved as submitted. She discussed the new Low Income Water Assistant Program (LIWAP) that should be available in January, as she stated in her email to the county mayors, with \$1.2 to \$1.5 Million available.

Chae Adkinson, CRPP Director, requested her report be approved as submitted.

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

Vicki Davenport, Justice Services Director, asked for her reports to be approved as submitted.

Andrew Edstrom, Information Technology Interim Director, gave an overview of the upgrades, changes, and 85% completion of risks found. The Help Desk support is up and running, Quarterly Training zeroing in on specific needs found for staff, and IT Employee Handbook is under review. He asked for his report be approved as submitted.

Laure Hopper, Head Start/Early Head Start Director, asked her reports be approved as submitted. Ms. Hopper requested approval 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 Temporary Change of Scope for both were approved on a motion by Mayor Lay and seconded by Mr. Spearman. Motion carried. The second request for approval of 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. The Consolidation of Grants request was approved on a motion by Mr. Spearman and seconded by Metro/Co. Mayor Bonnie Lewis. Motion carried.

**Executive Director Report:** Executive Director Paul Rosson reported that COVID vaccine incentives of \$100 have been given to staff completing their vaccination. The Lonnie Norman Coffee Early Head Start building is close to completion, and the board will be invited to the Grand Opening in January/February. The Lawrence County Head Start 12,000+ square foot project, has



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had 15-20 county and city personnel working on demolition. A special thank you to Lawrenceburg Mayor Blake Lay and Lawrence County Executive T.R. Williams we estimate over \$60,000 of workforce and waste removal with this community partnership. The Regional Office of Head Start in Atlanta gave final approval for Wayne County property purchase. Special thank you to Wayne Co. Executive Jim Mangubat for committing resources for future demolition and construction.

Executive Directors Report and all program reports were approved on a motion by Mr. R.L. Williams and seconded by Mr. Spearman. Motion carried.

**1303 Committee Report:** Chairman Bill Newman reported the committee met this morning to review the EnSafe report for Wayne County Head Start property. The committee proposed to move forward with the closing date of December 10 based on a positive outcome on the environmental report and final approval from the Office of Head Start. Chairman Newman made a motion for the 1303 Report be approved and seconded by Maury Co. Mayor Andy Ogles. 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 FY2021 Turnover Report) and Employee Actions for September/October. The committee also approved Job Status Change/Letter of Recommendation for the Payroll Specialist and the temporary accommodation to the education requirements for Recruitment of Qualified staff for Head Start/Early Head Start. Chairman Keny made a request for the SCHRA Mandatory COVID-19 Vaccination Policy only be approved due to the presidential executive order for HS/EHS program and other departments' as needed. Chairman Keny motioned that the Personnel Policies & Procedures Report be approved with stated COVID policy changes and seconded by Mayor Lay. Motion carried.

**Property Committee Report:** Chairman David Alexander reported the committee met prior to this meeting and approved the items for disposal in your packet. The committee approved the proposal for an Option Agreement of 237 Waterloo St., Lawrenceburg property for American Job Center, contingent on due diligence. Lawrence Co. Executive T.R. Williams said there is a need for the county to move the archives into a centralized location in the current space. Mayor Lay made a motion that the Property Report be approved, including moving forward with the sales contract, and seconded by Mr. Spearman. Motion carried.

**Budget Committee Report:** Acting Chairman Mangubat 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 10/31/21; CSBG for year ending 9/30/23, SSBG budget revision #1 & #2 for year ending 9/30/21, LIHEAP budget revisions #3, #4, & #5 for year ending 9/30/21, LIHEAP 20-15 grant amendment #4 for year ending 9/30/22, LIHEAP 20-15 Disbursement Reconciliation Report, LIHEAP CARES-15 budget Amendment #2 and Budget Revisions #1, #2, & #3 year ending 6/30/22, LIHEAP Supplement Benefit Funds 20-15 Amendment #1 year ending 6/30/22 and LIHEAP Supplement Benefit Funds Budget Revision #1 year ending 6/30/22. Note modification for the Line of Credit Renewal with our LIHEAP contract & LIWAP, Payroll Justification, and the Director of Financial Operations Report for September and October 2021 all approved. The Budget Committee Report was approved on a motion by Lincoln Co. Mayor Bill Newman and seconded by Mr. Spearman. Motion carried.

**Other:**

After a brief review, the 2020-21 Annual Report was approved on motion by Mr. Spearman and seconded by Co. Mayor Ogles. Motion carried

Vice Chairman Mangubat said the Agency would like to give all regular full-time and regular part-time employees a day off with pay, 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 as outlined in the holiday memo. The Agency gift to employees was approved on motion by Mr. Spearman and seconded by Co. Mayor Ogles. Motion carried.

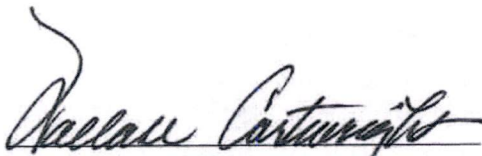
Mr. Rosson requested permission to apply for the "Property Conservation" matching grant for the Public Entity. Mayor Lay made a motion to approve and seconded by Mr. Spearman. Motion carried.

Co. Mayor Ogles made a motion to go into a recess to discuss a matter and seconded by Mayor Lay. Motion carried.

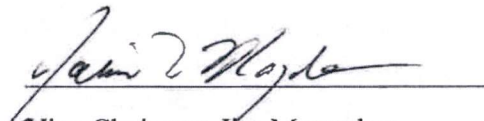
Mayor Lay made a motion to come back from recess and seconded by Mr. Spearman. Motion carried.

The meeting was adjourned on a motion by Metro/Co. Mayor Lewis and seconded by Mayor Wallace Cartwright with no further business. Motion carried.

Respectfully submitted,



Secretary Wallace Cartwright



Vice Chairman Jim Mangubat