

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
DECEMBER 5, 2024**

MINUTES

The South Central Human Resource Agency Governing Board Meeting was called to order by Chairman Jim Mangubat on December 5, 2024, at 11:30 am, at the central office in Fayetteville, TN. Mr. T. R. Williams provided the invocation, which was followed by the Pledge of Allegiance.

Secretary Sloan Stewart called the roll and declared a quorum with the following in attendance:

County Mayor Dennis Hunt
Mr. Charles Sain
County Executive Graham Stowe
Mrs. Janet Vanzant
Mr. Rick Humphrey
County Executive David Morgan
City Mayor Blake Lay
Mr. T. R. Williams
County Mayor Jonah Keltner
County Mayor Bill Newman
City Mayor Donna Hartman
Dr. Bill Heath
Mr. Anthony Taylor
County Mayor Mike Keny
Mr. R. L. Williams
Mr. Gary Stovall
Metro/County Mayor Sloan Stewart
County Executive Jim Mangubat
Senator Joey Hensley
Representative Iris Rudder
Mrs. Peggy Lewis
Mr. Xavier Hamler
Mr. Michael Crane

Coffee County
Coffee Co. Low-Income Rep.
Giles County
Giles Co. Low-Income Rep.
Hickman Co. Low-Income Rep.
Lawrence County
Lawrenceburg
Lawrence Co. Low-Income Rep.
Lewis County
Lincoln County
Lincoln County
Lincoln Co. Low-Income Rep.
Lincoln Co. Low-Income Rep.
Marshall County
Marshall Co. Low-Income Rep.
Maury Co. Low-Income Rep.
Moore County
Wayne County
Legislative Representative
Legislative Representative
Head Start/EHS Representative
Early Childhood Education Rep.
Financial Representative

Others in attendance: Cat Bartlett and Issac Newman, guests of Mayor Bill Newman; Brittany Montgomery, from Senator Bill Hagerty's office; Dr. Charlie Hatcher, Tennessee Commissioner of Agriculture; and Zach Jones, nominated Legal Representative to the Board.

Nominating/By-Laws Committee Report: Committee Chairman Sloan Stewart informed the board that the committee met prior to this meeting to discuss nominations for the Governing Board officers for the upcoming year. These nominations were as follows: County Executive Jim

Mangubat for Board Chairman, Mayor Mike Keny for Board Vice Chairman, and Mayor Sloan Stewart for Board Secretary. As these nominations were already approved by the committee, Chairman Stewart opened the floor for a motion to ratify these appointments by the Governing Board. County Executive Jim Mangubat made the motion, which was seconded by Mr. Michael Crane. Motion carried.

Additionally, Chairman Stewart informed the Board that the Committee had nominated Mr. Zach Jones as the new Legal Representative to the Board. This nomination was also approved by the committee. Mayor Bill Newman made a motion to ratify this appointment, which was seconded by County Executive David Morgan. Motion carried.

Chairman Jim Mangubat, Vice Chairman Mike Keny, Secretary Sloan Stewart, and Legal Representative Zach Jones were then sworn in by Executive Director Paul Rosson received a round of applause and congratulations from the Board.

Public Comment: None

Dr. Charlie Hatcher – TN Commissioner of Agriculture: The agency was honored to have Dr. Charlie Hatcher, Commissioner of Agriculture for the State of Tennessee, at the annual meeting to discuss the state of agriculture in Tennessee. Commissioner Hatcher also enjoyed a tour of the new modern USDA Commodities warehouse at SCHRA and new packing equipment for distributions. The commissioner was very complimentary of the new facility and the overall operation of our agency.

SCHRA 2023-2024 Audit: Mr. Keith Hundley, of CRI CPA's and Advisors, presented the Audit for the fiscal year 2023-2024 via Microsoft Teams. He reported that they issued an unmodified report with no findings on the agency's financial statements. As of June 30, 2024, the condensed statement of net position was as follows: total assets of \$21,747,486, deferred outflows of resources of \$1,324,117, total liabilities of \$9,349,585, and deferred inflows of resources of \$671,691, resulting in a total net position of \$13,050,327. The agency's net position increased \$439,956 for the fiscal year. The total fund balance as of June 30, 2024, was \$2,251,891. A motion to approve the audit was made by Mayor Blake Lay and seconded by County Executive David Morgan. The motion carried.

Previous Minutes:

Previous Minutes of the September 26, 2024, Governing Board Meeting were approved on a motion by Mayor Blake Lay. This was seconded by Mr. T. R. Williams. Motion carried.

Program Reports:

Pamela Morris, SCSEP Director, asked that her report be approved as submitted.

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

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

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

Sara Brown, Deputy Director, asked that her reports be approved as submitted. Mrs. Brown also informed the Board that Senior Staff had recently attended a Strategic Planning Retreat. During this retreat they provided updates on their respective programs' progress towards previous strategic goals and set new goals, which were incorporated into the plan. Updated copies of the Strategic Plan were distributed to the Board as handouts during the meeting. Mrs. Brown invited the Board to review these materials and contact her or Executive Director Rosson with any questions or concerns. She requested a motion by the board to approve this updated Strategic Plan. This motion was made by Mr. T. R. Williams and was seconded by County Executive David Morgan. Motion carried.

Jena Renfroe, CRPP Director, requested that her report be approved as submitted.

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

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

In the absence of Ron Scarbel, Information Technology, Finance Director Amy Ezell requested approval of his submitted report. She also informed the Board that the IT risk assessment was available as a handout at this meeting. The assessment shows the findings and actions from the original 2021 assessment, along with updated results as of the most recent assessment conducted in December 2024.

Chrissy Tuten, Head Start/Early Head Start Director, requested approval of her report as submitted. She informed the Board that a handout outlining information on the new competitive grant, including the Project Summary/Abstract, was available during the meeting. She reviewed key proposed changes, including:

- Increasing service hours for Early Head Start to make it a year-round program.
- Proposing a salary increase for staff based on the SCHRA wage-comparison study.
- Realigning family partner caseloads to meet new Head Start Program Performance Standards, ensuring no family partner serves more than 40 families.
- Increasing the number of child care support workers to better support existing staff.
- Adding four more toddler classrooms, with three in counties currently without Early Head Start services.

The overall total slots will be 525: 327 in Head Start Preschool and 176 in Early Head Start, bringing the total to 44 classrooms (22 Head Start Preschool and 22 Early Head Start) and 198 Staff Members.

She informed the Board that a vote was required to approve the grant and project summary. Mayor Blake Lay Made a motion to approve, seconded by County Executive David Morgan. The motion carried.

Executive Director Report: Progress continues on the Wayne Head Start remodel, with sheetrock installation scheduled to begin soon. The new HVAC units are being installed.

Executive Director Rosson remains hopeful that the facility will be completed in time to begin having classes there in the spring or by the next school year at the latest.

The parking lot construction for the Lincoln County EHS/HS will go out for bid in January, provided a TDOT permit is secured. Executive Director Rosson expressed his gratitude to County Executive Graham Stowe and the Giles County Highway Department for upgrading the parking lot at the Bodenham Head Start. He also thanked the State of Tennessee for providing \$420,000 in retention funding for Head Start personnel.

He reminded the Board that the HS/EHS program would be applying for the next 5-year grant cycle, with the application due on January 6, 2024. He provided updates on technological advancements made by the Finance and IT departments, along with the success of the debit card system for CRPP clients.

He informed the board that the drug screening facility at the central office is now fully operational and being used for the Justice Services Program. He congratulated the WIOA program for being recognized by Governor Bill Lee for enrolling over 850 participants in the Youth Employment Program and serving just under 23,000 clients during the last fiscal year.

He thanked Senator Joey Hensley and Mayor Donna Hartman for attending the CWI meeting in Washington, DC, where, as a guest speaker, Executive Director Rosson showcased the work of the agency's Title V Program and its participants.

He highlighted the total impact of the Emergency Food Assistance Program and Senior Nutrition Program, noting that the Senior Nutrition Program operated at a deficit for the first time in several years. This deficit was covered by State appropriation funds, but the agency is exploring ways to reduce costs and increase revenue to stabilize the program. Executive Director Rosson thanked Mayor John Carroll and Mayor Mike Keny for providing additional community funding to help keep meal sites open in their communities.

Executive Director Rosson also expressed his support for Foster Grandparent and Community Services Director Jeana Mills, who took over the combined duties of both programs on July 1, 2024.

The Program Reports and Executive Director Report were approved as written on motion from Mr. Gary Stovall and seconded by County Executive David Morgan. Motion carried.

Agency Christmas Gift: Executive Director Rosson informed the Board that it has been a traditional practice for the board to give SCHRA staff a day of administrative leave as a gift each year. He asked that this practice be continued this year, upon vote of the board. A motion was made to approve this by Mayor Blake Lay and was seconded by County Executive David Morgan. Motion carried.

1303 Committee Report: Committee Chairman Bill Newman informed the board that the 1303 Committee met prior to this meeting to discuss the Perry County Head Start building. He stated that no action is being taken at this time but discussions were underway about the potential

relocation of the Perry County Head Start. An engineer's report for the property under consideration had been completed but was not available for review in time for this meeting. The committee will schedule a future meeting with the engineer to review the report results before deciding on the next steps. Mayor Bill Newman made a motion to approve the 1303 Committee Report, which was seconded by Mayor Mike Keny. Motion carried.

Property Committee Report: Committee Chairman Jonah Keltner reported that the Property Committee met prior to this meeting and approved the items for disposal in the committee packet. Mayor Jonah Keltner made the motion to approve the Property Committee Report and was seconded by Co. Executive David Morgan. Motion carried.

Personnel Committee Report: Committee Chairman Mike Keny reported that the Personnel Committee met prior to this meeting and approved the Human Resource Director's report, which included the Executive Director's timesheet and performance review, a report on staff turnover rates, Personnel Hire and Termination Reports and other Personnel Action Forms for September-October 2024. Additionally, the committee reviewed and approved a Longevity Pay Request and the 2024 Wage Compensation Study Report. As part of the approval of the Wage Compensation Study, the committee voted to implement the report's results by working to raise salaries closer to midpoint for positions that were below range, provided the program funding supports the change within budget restrictions. Mayor Mike Keny made the motion to approve the Personnel Committee Report, which was seconded by Mayor Blake Lay. Motion carried.

Budget Committee Report: Committee Chairman Jim Mangubat presented the Budget Committee Report and stated that the committee met prior to this meeting and approved the Combined Balance Sheet, Combined Statement of Revenues and Expenditures, and Financial Report by Program, all for the period ending 10/31/2024. The committee also approved the EFAP Budget for period ending 9/30/2024, the LIHEAP/WX Budget Revision for period ending 9/30/2024, the CSBG Budget Revision for period ending 9/30/2025, and the SSBG Budget Revision for period ending 9/30/2024. Additionally, the committee reviewed and approved the completed audit, the Longevity Pay memorandum, and the Director of Finance Report. The Budget Committee Report was approved on a motion by County Executive David Morgan, and seconded by Mr. T. R. Williams.

SCHRA Annual Report: Executive Director Paul Rosson presented the annual report to the Board. Mayor Blake Lay made a motion to approve the 2023-2024 SCHRA Annual Report, which was seconded by Mr. T. R. Williams. Motion carried.

Other: None

Executive Director Paul Rosson informed those in attendance that the next Board meeting is scheduled for February 6. Regular notice would be provided to all members.

With all other business completed, a motion to adjourn was made by County Executive David Morgan and seconded by Mr. T. R. Williams. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, reading "Sloan Stewart", written over a horizontal line.

Secretary Sloan Stewart

A handwritten signature in blue ink, reading "Jim Mangubat", written over a horizontal line.

Chairman Jim Mangubat